Student Handbook 1983-84

Queens College

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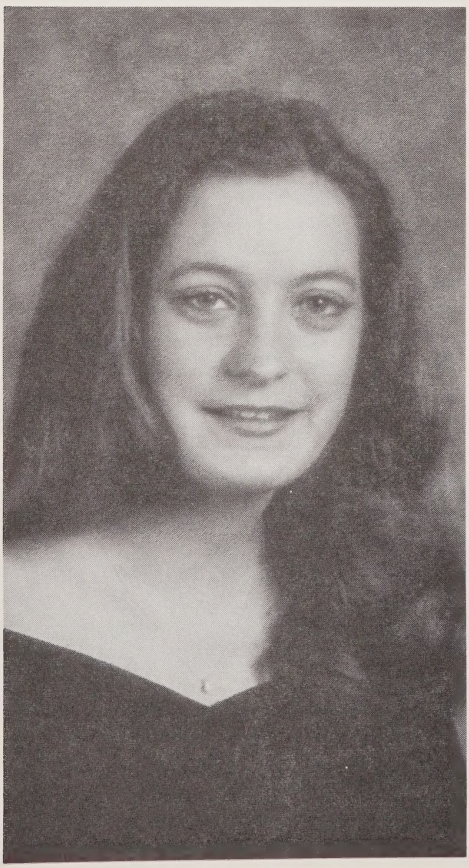
Queens College Handbook 1983-84

The student handbook is published annually to provide students with information on activities, policies, procedures and regulations of Queens College. This handbook is prepared and edited by the Office of Student Affairs in cooperation with the Office of the Dean of the Colleges of Arts and Sciences.



This Student Handbook is your key to Queens College. Through this book, you can become a part of the College. Become familiar with the rules and regulations of this school. Also, read about upcoming events and activities sponsored by the College Union. Most importantly, read the discussion of the Honor Code. The Honor Code is an integral part of Queens College. Become aware of the sanctions and procedures of the Honor Council. Carefully read the Student Government Association Constitution. It describes a new system of self-government at Queens. Its success depends on you.

I look forward to meeting and working with you during the year. Together we can make a difference at Queens College.

Jane Hughes
President
Student Government Association

A Brief History Of Queens

In 1857, Queens was founded as the Charlotte Female Institute, located near the center of the city. From 1891 to 1896, the institution was called the Seminary for Girls, and upon affiliation with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. This name continued until 1912, when the name changed again, this time to Queens College.

The College moved in 1914 to its present site on 25 wooded acres with five buildings.

In 1930, Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville, South Carolina), which earlier had merged with the College for Women in Columbia, S.C.

The College has had 17 men and one woman president since 1857.

The College Today

Queens College has long been identified as a private, church-related, undergraduate liberal arts college for women. While in recent years Queens has become multi-unit institution serving a diversified group of students, the traditional liberal arts college has remained a women's college with a continuing commitment to academic excellence. Still the cor of the institution, it is known today as the College of Arts and Sciences to distinguish it from two new coeducational units whic offer evening and weekend classe —New College, which grants undergraduate degrees, and the Graduate School at Queens, whic awards the Master of Business Administration degree.

The educational philosophy of Queens College emphasizes a soli commitment to the study of the liberal arts. The college believes that an education founded upon the liberal arts is the soundest preparation for a meaningful and successful life; that the liberal arts uniquely develop the student' intellectual breadth, originality and creativity for acute reasoning and integrative thought; and tha no matter how much our world changes, the results of a good liberal arts education never become obsolete. This commitment permeates the academic programs of the college, and the Statement of Philosophy and Purpose and th Queens Concept clearly identify liberal arts education as the main goal of the undergraduate programs.

Statement of Philosophy and Purpose

Queens College, private and Presbyterian, is a diversified academic community serving a variety of learners, both men and women, of all ages.

The College has evolved into a dynamic educational center of academic distinctiveness which not only has a strong residential liberal arts base, but which also reaches into the community to serve a diversity of learners in appropriate ways.

Queens' historic concern for academic excellence, Judaeo-Christian values, and cultural enrichment remains central to the college's mission. In addition, heightened emphases on career strategies, lifelong learning, and community outreach are incorporated into the educational purpose.

Basic components of the academic community are Queens College of Arts and Sciences, New College at Queens, and the Graduate School at Queens. In addition to these, Queens College offers coursework through the Institute for Lifelong Learning for those who seek education and enrichment outside the context of formal degree programs.

Queens College For Women

Queens College maintains its historic and central role as a women's college in the undergraduate liberal arts College of Arts and Sciences which advocate and works toward the preparation of women for varied and changing roles in society: career and professional opportunity, marriage and family, and civic and community leadership. This framework stresses the joy of liberal learning and the rigor of intellectual discipline. The college seeks to give a woman disciplined self-confidence and sound judgment and to encourage in her qualities of leadership, understanding of her own and other cultures, and a concern for others.

Queens recognizes the historical circumstances which make the present time especially opportune for the advancement of women and recognizes also that for full development, women must be engaged in serious, exciting learning experience which will develop the life of the mind and of the spirit in a vitalizing and scholarly way.

The tenor of student life is recognized to be as significant a factor in student development as is an excellent academic program. The smallness of the liberal arts college enables Queens to accentuate concern for the individual and to provide the personal and intellectual interaction, caring, fun and fellowship that are possible in such a setting. A sense of belonging and of college spirit results for faculty and students alike.

New College At Queens

New College at Queens offers an undergraduate liberal arts degree program on a part-time, co-educational basis. The program is firmly grounded in the liberal arts tradition and emphasizes the joy of learning within a framework of continuing personal and intellectual development.

Graduate School At Queens

The Graduate School at Queens provides post-baccalaureate, co-educational opportunities for advanced study and research in demanding and distinctive academic and professional programs. The Graduate School is designed to offer stimulating, challenging, and scholarly community for the maximum intellectual and personal development of both students and faculty.

A fundamental commitment in all these segments of the college is to help students learn how to learn. Each student is encouraged to be intellectually alive and curious and to employ in a disciplined and creative way, a unique personal potential.

Each student is encouraged to focus on productivity both for self and for community. Initiative, industry, and self-reliance are translated from self-awareness and personal growth into the awareness of the need to serve and a concern for others.

Each student should learn to care. Unapologetically and without any attempt to coerce or indoctrinate, the value background of Queens College is the Judaeo-Christian heritage. Underlying each aspect of college life is the encouragement and cultivation of sound moral and spiritual values. Queens seeks to combine caring teacher and enlightened social policies into a learning community which knows the moral end its seeks: just, enlightened, human society. Into this framework the college welcomes students of all faiths and beliefs.

Thus learning, caring and productivity come together through a diverse institution into a life of meaningful wholeness. The mission of the total college is to develop the mind and spirit and to prepare students to be intellectually aware, academically competent, spiritually challenged and personally fulfilled for a successful future.

In addition to the degree program of the College, the Queens Institute for Lifelong Learning provides non-degree opportunities for continuing education to students of all ages, both male and female. Service to the community is a key mission and is reflected in an adaptable and comprehensive curriculum.

The members of the Queens Community call on all who believe in these principals to join with them in the continuing development of the spirit and substance of this mission.

22
MONDAY

23
TUESDAY

24
WEDNESDAY

25
THURSDAY
reshmen arrive

26
FRIDAY
reshman Orientation

27
SATURDAY
reshman Orientation

28
SUNDAY
reshman Orientation

The Honor Code

The Honor Pledge

As a member of the Queens College community, I do hereby resolve to uphold the honor code of the College and endeavor to create a spirit of integrity and honor for its own sake.

I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work.

Realizing that the honor code places upon me demands as well as privileges, I resolve to report any student—including myself—who may violate any of the principles of the honor code.

I understand the honor code and realize that a plea of ignorance will not be accepted by the college community.

What does it mean to live under the Honor Code?

The Honor Code of Queens College applies to all phases of lif at the college and is binding on all members of the college community. A student living by the principles of the Honor Code acts with honesty and integrity in all academic, social, and personal matters. The effectiveness of the Honor Code results in the maintenance of a sense of community and an atmosphere of mutual trus among students, faculty, and

29
MONDAY

Registration

30
TUESDAY

Classes begin

31
WEDNESDAY

September

1
THURSDAY

Chapel, 9:30 a.m., Belk Chapel
Movie — "Fame" — 8 p.m. — Dana 106

2
FRIDAY

Movie — "Fame" — 8 p.m. — Dana 106

3
SATURDAY

4
SUNDAY

Back to School Lawn Concert — "The Brakes" — 3 to 6 p.m.

administration. This feeling of trust enhances the educational process of campus life. It also confers privileges including:

—the taking of some tests without a proctor,
—the possibility of take-home tests,
—the unmonitored use of all library facilities in accordance with the established regulations,
—the use of community facilities and the expectations that all private property will be respected, and
—the self-reporting of outside readings, movie, and lecture assignments.

While a viable Honor Code confers certain privileges, these depend upon the acceptance on the part of every student certain responsibilities.

What are my responsibilities while living under the Honor Code?

An effective Honor Code depends upon each and every student upholding its principles and demands accountability on the part of each student for her own actions and for those of her peers.

What if I have violated the Honor Code?

A student who has violated the Honor Code reports herself in writing to any member of the Honor Council within 24 hours of the violation. All reports to the Honor Council and any subsequent proceedings are strictly confidential.

What if I think someone else has violated the Honor Code?

When you suspect another student of a violation, you confront that student and ask for an explanation of the behavior or action in question; this allows you and the other student a chance to clarify facts or possible misunderstandings. If satisfied by the response that no violation has occurred, the subject is dropped. If the student admits to the violation or if you still question the incident, you ask the student to report herself to a member of the Honor Council within 24 hours. After 24 hours, you check with a Honor Council member to see if the student in question has spoken with the Council. If the student refuses or fails to report herself, it is your duty to report the student and suspected offense to a Honor Council member.

In maintaining a genuinely workable honor system, the acceptance of this responsibility is vital. This responsibility for the actions of one's peers as well as for one's own helps the individual become aware of her responsibilities and develop the capacities for meeting them.

All reports of alleged violations and any subsequent proceedings are strictly confidential. If you report another student to the Honor Council, you are on your honor not to discuss the situation with anyone other than a member of the Council.

How "sure" should I be before I confront or report someone?

It is your duty to confront any student you suspect of violating the Honor Code as well as to report any suspected offense to a Honor Council member if the student herself does not. A report you make to the Council does not commit you to a belief in the student's guilt; your questioning of the incident only indicates your concern for the welfare of the student as well as for that of the rest of the college community. It is the responsibility of the Honor Council to determined the guilt or innocence of the student.

Fulfilling these duties is a preventive measure. It can stop a student from unthinkingly committing an honor violation, can

5
MONDAY

6
TUESDAY

7
WEDNESDAY

8
THURSDAY
Chapel, 9:30 a.m., Belk Chapel

9
FRIDAY

10
SATURDAY

11
SUNDAY
Diane Kesling, Mezzo Soprano, 3 p.m., SLRH

prevent more serious violations or a pattern of detrimental behavior from occurring, can clear false impressions, and can help to prevent unfounded suspicions—it is a sincere effort to help all students benefit as fully as possible from their college experience.

What power does the Honor Council have?

The Honor Council has the power to investigate and determine alleged violations of the Honor Code. In case an Honor Code violation is established, the Honor Council will determine the discipline which it considers most beneficial to the student and the college community. If the student is dissatisfied with the decision rendered, she may appeal to the Appeals Board.

In Conclusion

Each member of the Queens community has pledged to uphold the honor system. The preceding information is a brief overview of the judicial process at Queens. Please read the Honor Council Constitution for an in-depth description of this process. In addition, please read carefully this entire handbook, as the Honor Code pertains to and the Honor Council has jurisdiction over its contents. Especially note the sections on plagiarism, college policies, and residence life. It is the wish of the Honor Council that you will come to appreciate the respect and trust that permeates a community which takes seriously its commitment to an Honor Code.

12
MONDAY

Movies, "Bedazzled" and "A Fatal Glass of Beer,"
8 p.m., Dana 106

13
TUESDAY

Senior Recognition Day
Movies, "Bedazzled" and "A Fatal Glass of Beer,"
8 p.m., Dana 106

14
WEDNESDAY

15
THURSDAY

Chapel, 9:30 a.m., Belk Chapel

16
FRIDAY

17
SATURDAY

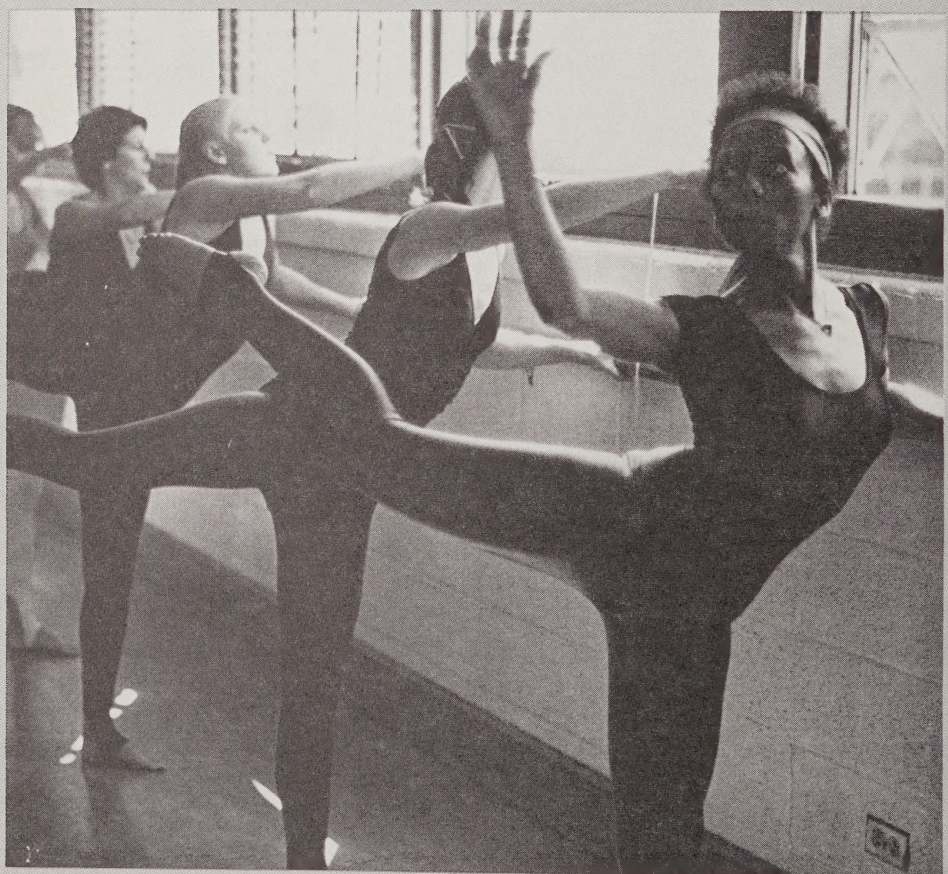
18
SUNDAY

Judicial Process

The overall standard of behavior at Queens College is expressed through the Honor Code which is signed by all students prior to their matriculation. Acceptance of the Honor Code obligates a student to follow all policies outlined in this handbook and other college publications as well as the laws of the state and federal governments.

Violations of college standards are divided into two broad categories: residence hall and major honor violations. This division does not imply that the Honor Code is not applicable in social as well as academic settings, but it does recognize that many residence hall violations can be handled in a more expedient manner.

The Student Government Association has vested the Honor Council and the Dormitory Council with the responsibility of educating students about the honor system and enforcing campus policies. Full explanation of the powers and responsibilities of these Councils may be found in Articles IX, X, XI, XII, and XIII of the Student Government Association Constitution which is printed in the Appendix to this Handbook.



19
MONDAY

20
TUESDAY

21
WEDNESDAY
John Paul Walters, 8 p.m., Burwell Parlors
Charlotte Sympathy Orchestra, 8:15 p.m., Ovens Auditorium

22
THURSDAY
Chapel, 9:30 a.m., Belk Chapel
Movie, "Animal House," 8 p.m., Dana 106

23
FRIDAY
Movie, "Animal House," 2 p.m., Tillett

24
SATURDAY

25
SUNDAY

Preparing a Research Paper

Because students will be called upon to prepare research papers for many of the courses at Queens, the following guidelines are provided to assist in the proper use of documentation:

There are two reasons for the student's documenting her paper. The clearest use for documentation is honesty; the student must avoid plagiarizing another person. Plagiarism is the stealing of the words or ideas of someone else, whether written or not. Proper acknowledgement, whether the ideas or key words come from television shows, lectures, classroom comments by instructors, books or articles, is required as simple matter of integrity. Claiming another's ideas as one's own is as dishonest as taking money belonging to someone else. Any student found guilty of plagiarism, as with any form of cheating, is subject to suspension from the college.

Another use of documentation is to add authority and force to a paper. A person writing a paper is in a position analogous to a lawyer building a case. The lawyer could give testimony on her own authority, but her word would not carry as much weight as that of an expert in the question at hand. It is the responsibility of the student as it is of the lawyer to find the strongest available authority on the question and let the authority speak.

Students are cautioned that plagiarism does not have to be intentional; accidental (or, as it is sometimes called, "technical") plagiarism occurs when the student's form of documentation is inadequate to distinguish between material from the source and material originated by the writer.

Direct quotations use quotation marks both at the beginning and at the end to separate material in the source from the student's own words, and the reference note is confined to one fact or figure, thus separating source from user. To perform the same function in the paraphrase note, it is mandatory that an introductory formula, such as "One author states..." or "Jones says that...," be used.

Though many variations are possible, some phrase clearly meant to open a paraphrase must be used at the beginning; this acts as a signal of the beginning of indebtedness in the same way that quotation marks do. The end of the indebtedness is marked by the footnote number, and everything between the introductory formula and the footnote number must be part of the paraphrase.

Some Rules for Documentation

1. **Do your own thinking.** Don't expect to paraphrase everything. This is a bad policy. A **good** research paper depends on thought, like everything else you do. Use paraphrases when necessary, but make them subordinate to your own point.

2. **Footnoting a paraphrase.** It is **not** necessary to footnote a paraphrase when it is based on general knowledge and you have completely digested the material and put it in your own words. It **is** necessary to footnote a paraphrase when a) it is not general knowledge **or** b) your presentation of the material is heavily based on someone else's way of presenting it (that is, the order of the ideas, the line of argument that you follow, the way you

26
MONDAY

27
Chamber Music Concert, 8:15 p.m., SLRH
TUESDAY

28
Sorority Rush
WEDNESDAY

Chapel, 9:30 a.m., Belk Chapel
Sorority Rush
New Student/Alumnae Picnic, 5:30 p.m., Morrison Quad
29
THURSDAY

30
Sorority Rush
FRIDAY

October

1
Sorority Rush
Charlotte Sympathy Orchestra, 8:15 p.m., Ovens Auditorium
SATURDAY

2
Sorority Rush — Bid Night
SUNDAY

assemble the facts). Remember to use an introductory formula to indicate the beginning of a paraphrase, and place the footnote at the end.

3. **Footnoting a direct quotation.** Always footnote a direct quotation. If the quotation is short (one sentence, not more than four lines in length), incorporate it into the text. If it is long (two or more sentences, or over four lines), set it off (skip a line before and after it), indent, and single-space.

For complete information on form, style and correct documentation, Everett Library maintains a copy of Kate L. Turabian's "A Manual for Writers of Term Papers, Theses and Dissertations." Additional assistance is available from faculty members in the English Department.

3
MONDAY

4
TUESDAY

5
WEDNESDAY
Movie, "Last Wave," 8 p.m., Dana 106

6
THURSDAY
Chapel, 9:30 a.m., Belk Chapel
Movie, "Last Wave," 8 p.m., Dana 106

7
FRIDAY
Student Recital, 2 p.m., SLRH

8
SATURDAY

9
SUNDAY

Student Services

These are the activities, organizations and facilities that make up much of everyday student life on the Queens College campus.

Annual Events

Senior Recognition Day: Each fall the college community gathers to honor the senior class. Seniors, faculty and administration wear academic dress for the first academic procession of the year. The convocation speaker is chosen by the seniors. Senior Recognition Day is scheduled for Tuesday, Sept. 13.

Parents Weekend: Parents of all Queens students are invited to visit the campus one weekend each fall to become acquainted with the college community and programs. The junior class is responsible for planning events of the weekend. One highlight of the weekend is the annual Stunt Night, when classes present skits in competition for best skit, best gallery, and best visual effects. Parents Weekend will be held Oct. 28-30.

Day Student Auction: Delta Sigm Alpha sponsors an auction each fall to raise money for its scholarship fund. Members of th college community donate items to be sold: dinners, baked goods, crafts, etc.

Boar's Head Banquet: In the tradition of Queens College of Oxford University in England, a Boar's Head Ceremony and Banquet are held during the Christmas season. The banquet will be held Dec. 7 in Morrison Dining Hall.

Moravian Love Feast: The Religious Life Committee, with the cooperation of a local Moravian church, sponsors a "Feast of Love each year as a part of the celebration of Christmas. The Love Feast will be in Belk Chapel on Dec. 11.

Yule Log Ceremony: Queens bor rows from the ancient British tradition to herald the Christmas season with the Yule Log Ceremony. Carol singing, wish-makin and seasonal food and drink accompany the ceremony.

10
MONDAY

11
Faculty Recital, 8:15 p.m., SLRH
TUESDAY

12
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
WEDNESDAY

13
Chapel, 9:30 a.m., Belk Chapel
THURSDAY

14
Fall Break (Friday only)
FRIDAY

15
SATURDAY

16
Travelog, 2:30 p.m., Dana Auditorium
SUNDAY

Honors Convocation: A convocation is held at the beginning of Term II to recognize those students achieving academic honors for the fall term. Honors Convocation will be held in Belk Chapel on Feb. 14.

Dads Weekend: The sophomore class plans a weekend of activities each winter when fathers are invited to the campus. This year plans are being made for Feb. 24-26.

Homecoming: Homecoming is sponsored each spring for and by alumnae. The weekend provides an opportunity for former students to become reacquainted with the college and to see old friends. Homecoming will be held April 14.

Moms Weekend: All mothers are invited to the campus for a spring weekend. The freshmen class plan activities including a fashion show brunch with mother-daughter models. Moms Weekend is scheduled for April 27-29.

May Day: May Day is celebrated each spring with a weekend of social activities. Five representatives from each class are elected to the court. The May Queen, a senior, is announced at the afternoon presentation. The weekend is climaxed by a formal dance. May Day Weekend will be May 4-6.

Awards Day: Prior to commencement each spring a convocation is held to present awards to students for outstanding contributions or achievements. The Awards Day convocation will be held April 24.

Baccalaureate: A baccalaureate service for graduating seniors is held during the graduation weekend each year. Parents and friends are also invited to attend this worship service on May 18 in Belk Chapel.

Commencement: Degrees are conferred each spring in a ceremony which marks the climax of a student's college career. Relatives and friends of the graduates are encouraged to share in this experience scheduled for May 19.

Bookstore

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. Health and beauty aids, posters, stationery and Queens T-shirts, jackets and sweatshirts are also available.

Clubs and Associations

Groups of students with special interests may form clubs to further those interests. Student clubs must be chartered by the SGA to be officially recognized on campus. The following clubs are currently active:

Alumnae Association: The Queens College Alumnae Association includes all students who have attended the College for a year or more. The Association's purpose is to preserve interest in the College. Activities of the Association include events for prospective students (through chapters in various cities), for current students (freshmen, transfers, and graduates), and alumnae (adult education such as tours, travelogs, speakers, Annual Fund, Homecoming and chapter meetings.)

Art Club: The Art Club provides an expanded experience in the visual arts for interested members of the Queens College community. It facilitates discussion of art topics and ideas and provides a forum to examine the practicality and relevance of art in a atmosphere conducive to social and intellectual interaction among members.

17
MONDAY

Midterm

18
TUESDAY

19
WEDNESDAY

20
THURSDAY

Chapel, 9:30 a.m., Belk Chapel

21
FRIDAY

OCTOBERFEST — "The Gootman Saurcraut Band," 9:30 p.m., Tillett

22
SATURDAY

OCTOBERFEST — "Threshold," 9 p.m., Morrison Dining Hall, Formal Dance

23
SUNDAY

Movie, "My Brilliant Career," 8 p.m., Dana 106

Black Student Union: The BSU was formed to give the black students a feeling of unity and to enhance communication between the black students and the college.

Delta Sigma Alpha (formerly Day Student Association) provides a means of communication among commuting students. They meet in the Day Student Lounge in Jernigan Student Center. The Association sponsors the annual Day Student Auction for their scholarship fund.

Dolphin Club: The Dolphin Club is the synchronized swimming group. Members perform throughout the year. Try-outs for membership are in the spring and fall.

History Club: The History Club strives to promote interest and discussion in historical subjects and current topics, to provide speakers and trips to acquaint students with the many areas of history, to provide information about graduate schools and employment in the field of history and to provide informal fellowship for students.

Music Therapy Club: The Queens Music Therapy Club is affiliated with the National Association for for Music Therapy and is open to students majoring in music therapy. The club sponsors events for handicapped individuals in the Charlotte community and offers professional enrichment to students through conferences and workshops.

New Dimensions Club: The New Dimensions Club is organized to provide programs, social activities, and fellowship for return-to-college students.

Student Nurses' Association: The Student Nurses' Association is the professional organization for students of nursing. It purpose is t contribute to nursing education i order to provide for the highest quality health care, to provide programs representative of funda mental and current professional interests and concerns, and to aic in the development of the studen nurse in the professional role and in assuming responsibility for the health care of persons in all walks of life.

Social Sororities: Four national social sororities have chapters at Queens: Alpha Delta Pi, Chi Omega, Kappa Delta, and Phi Mu Sorority activities are coordinated by the Panhellenic Council which also formulates and administers rush rules.

Other Clubs: Other clubs on campus include the Equestrian Club, the Psychology Club, the Charles Hadley Theatrical Society and the French Club. Information about clubs on campus may be obtained from the Activities Coordinator.

Counseling Services

Queens has a professional counselor on staff who is available to students for personal counseling twenty hours each week. Her office is located in the infirmary and appointments with her may b made by calling there. Her schedule will be posted in the fall.

Many other trained counselors ar available on the Queens staff. Th Career Center staff, the college Chaplain, the Dean of Student Affairs, and the Director of Residence Life all hold Masters degrees in counseling and related areas. Students are encouraged to seek out any of these persons when they wish to do so. Studen resident assistants are trained in the residence halls for peer counseling and help with referrals.

Referrals to off-campus psycholo

24 MONDAY

Last Day to Withdraw from a Course
Movie, "My Brilliant Career," 8 p.m., Dana 106

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

Chapel, 9:30 a.m., Belk Chapel

28 FRIDAY

Student Recital, 2 p.m., SLRH
Parents Weekend

29 SATURDAY

Parents Weekend

30 SUNDAY

Chapel
Parents Weekend
Movie, "Poltergeist," 7:30 p.m., Web

gists and psychiatrists may be made when necessary. The costs of all off-campus therapy is the responsibility of the individual student.

Financial Aid

Queens has a number of types of financial aid provided through federal, state and private sources. Students who are interested in investigating financial aid should make an appointment with the Director of Student Aid for counseling.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds.

Food Services

The Morrison Dining Hall is operated for the college by Saga Food Services. All resident students are required to purchase a meal plan in the college dining hall. Types and costs of the three available meal plans are outlined in both the College Bulletin and the fees brochure from the Business Office.

At registration each term, students select and pay for the plan they desire. The choice of meal plans can be made only at the beginning of a term.

All meals are served in Morrison Dining Hall cafeteria style except the Wednesday evening meal once each month when a sit-down dinner is served family style. Students are expected to dress in skirts or nice pants for this monthly sit-down dinner, sponsored by the Cultural Events Committee of the College Union. This meal is a time for announcements of community interest and entertainment provided by CEC.

Identification Cards

Students are issued identificatio cards at their initial enrollment a Queens. They must be validated a registration in subsequent years.

The ID card is a student's officia college identification and should be carried at all times. The card should be presented upon request of any college official. It must b presented when signing in at the Public Safety Office after hours.

For resident students, the ID car serves as the meal plan or dining hall card. The card must be presented when entering the dining hall. Without the ID card, a student may be turned away from the dining hall or charged for th meal. The ID card must show a current, validated meal plan.

Loss of an ID card should be reported to the Public Safety Offic Replacement cards are issued for $3.

Library

Everett Library, located at the center of the campus also sits virtually at the demographic hub of the Charlotte metropolitan area. It serves students, faculty, staff, alumnae and Friends of the Library.

The attractive facility houses a book and bound periodical collection of 106,000 volumes. In addition, the library subscribes to ove 600 current journals and newspapers.

Students and faculty members wi discover Everett Library to be a

Halloween Day

Queens College Women's Club Bake Sale, 10 a.m. - 4 p.m., Jernigan
Movie, "Texas Chainsaw Massacre," 7:30 p.m., Web

31
MONDAY

November

1
TUESDAY

Faculty Recital, Dr. George Stegner, Pianist, 8:15 p.m., Dana Auditorium

2
WEDNESDAY

3
THURSDAY

Chapel, 9:30 a.m., Belk Chapel

4
FRIDAY

5
SATURDAY

Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium

6
SUNDAY

source for study and personal growth both during their college days and as they relate to the community in which they live. The collection maintains enough depth for research and breadth for the mental preparation needed for a lifetime of successful living.

Loan Funds

Two short-term emergency loan funds have been established for distribution by the Dean of Student Affairs. These interest-free loans are made to students who have exhausted all other forms of financial assistance. The loan must be repaid by the end of the term, or the amount will be charged to the student's account and she will not be allowed to register the following term.

Mail Services

All students receive notification of their post office box numbers in the fall. The post office handles all incoming mail but does not issue money orders, accept outgoing C.O.D. mail, provide insurance on packages or register first-class mail. Mail is put in students' boxes twice daily.

Medical Services

The Irwin-McKay Infirmary is open around the clock from 3:30 p.m. on Sundays until 3:30 p.m. on Fridays. A nurse practitioner is on staff Monday through Friday to care for the routine medical needs of students. All resident students must have a health form on file. All commuters who plan to use the infirmary services must also have a health form completed by their physician and on file in the infirmary. The infirmary staff may be unable to treat a student who does not have a health form on file.

A student who needs specialized medical treatment will be referred to a local physician. The costs of treatments and prescriptions are the responsibility of the student.

Parental consent will be sought before any major treatment of a student is undertaken.

Hospital or emergency room charges will be billed to the college in order to expedite admission of a student. The college will then bill the student for these charges. It is the responsibility of the student or her parents to file directly with their insurance company all claims for insurance coverage. Students who carry the college insurance plan should check with the Infirmary and the Business Office in filing their claim.

An infirmary nurse will aid a student in making an appointment with a local physician or dentist. A student must provide her own transportation to the doctor's office.

A student required to take special medication for allergies, diabetes, etc., should notify the infirmary.

A student should notify her resident director if she needs medical attention after the residence hall closing hour or on weekends.

Publications

Queens College has three periodicals published by the students under the direction of the Publications Board and funded through the Student Government Association.

"The Coronet," the college yearbook, is published annually and provides pictorial and literary record of the events and activities of the year.

The student newspaper, The Queens Current, is published about six times a year to keep

7 MONDAY

Movie, "Being There," 8 p.m., Dana 106

8 TUESDAY

Movie, "Being There," 8 p.m., Dana 106

9 WEDNESDAY

Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
Fall Drama Production

10 THURSDAY

Chapel, 9:30 p.m., Belk Chapel
Fall Drama Production

11 FRIDAY

Fall Drama Production

12 SATURDAY

Fall Drama Production

13 SUNDAY

Travelog, 2:30 p.m., Dana Auditorium
Fall Drama Production

the community informed of campus events and to serve as a forum for exchange of ideas among students, faculty and administrators.

The Signet, a literary magazine published once a year, illustrates the creative writing and artistic talents of the Queens community and the public.

Public Safety

Located on the first floor of the Stultz building, the Public Safety Department was established to maintain a safe environment for the college community through police, security, safety and traffic services. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round (including holidays). The Director of Public Safety has responsibilities not only for police and security functions but also enforces all safety and fire regulations on campus. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety. During the academic year, the Public Safety Department offers several workshops or classes for the campus community including Self-awareness for Women, Basic First-Aid, CPR, Fire Safety and Prevention, and Personal Safety. Members of the college community are encouraged to contribute to campus safety by taking security precautions, participating in crime prevention programs and reporting any violations of safety regulations or suspicious and criminal behavior.

Career Center

The Queens Career Center provides comprehensive career counseling and employment planning assistance for Queens College students. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided. Students are encouraged to contact the Career Center during their freshmen year to begin exploring and evaluating career alternatives.

The Leadership Program, during the January term, is required for all freshmen and sophomores. Courses are designed to assist students in the development of leadership and communication skills. Students are provided with opportunities to participate in Outward Bound programs, career information seminars, internships, and travel experiences.

Reserving Facilities

Any student or group wishing to reserve a room or facility for a meeting or activity should contact the Student Affairs Office. Spaces normally available include Dana Auditorium, Dana 106, The Web, Burwell Parlors and Suzanne Little Recital Hall, and the Tillet Building.

If equipment such as chairs, tables, platforms, etc., is needed, the request must be submitted three working days prior to the event.

Audio-visual equipment must be reserved a week in advance through the Media Center in the Library.

Sports and Recreation

The Physical Education Department and the Student Government Association cooperate in offering a program of intramurals for the students interested in competitive sports. Regular recreation nights

14
MONDAY

15
TUESDAY

16
WEDNESDAY

17
THURSDAY
Chapel, 9:30 a.m., Belk Chapel
Charlotte Opera, "Tosca," 8 p.m., Ovens Auditorium

18
FRIDAY
Student Recital, 2 p.m., SLRH
Classes end for Thanksgiving Break, 5 p.m.

19
SATURDAY
Thanksgiving Break

20
SUNDAY
Thanksgiving Break

and free swimming times are scheduled each term. Students may arrange to use the gym at other times under certain conditions. Anyone interested in reserving the gym should contact Ms. Phyllis Pharr in the P.E. department.

Sports—Intercollegiate

For more highly skilled students, Queens offers intercollegiate competition in tennis and volleyball. The volleyball season is held during the fall. In 1983-84 the tennis season will include a limited number of matches in the fall and a full schedule of competition in the spring.

Student Bank

The Student Bank is in Burwell Hall in the Business Office. It is open Monday through Friday, 11 a.m.-12:30 p.m. and 3-4 p.m. during the academic year. During summer school and when school is not in session, the bank is open 10-11 a.m. Monday through Friday. The bank is closed during all college registrations and on college holidays.

Students may establish personal accounts at the Student Bank by deposits of checks or cash. Withdrawals from these accounts can be made only in cash. The maximum number of transactions to a personal account is one transaction per day. The minimum amount of these transactions is $1.

Students may cash personal checks, payroll checks, money orders or checks may payable to them by their parents, spouse or other Queens College students. The cashier of the student bank reserves the right to refuse to cash any check. Students who cash checks at the Student Bank which are returned for insufficient funds or any other reason will have their check cashing privileges suspended for the greater of one month from the date the check is returned, or until the check is made good. Student bank activities (deposits and withdrawals) will not be affected.

Please note that all banking transactions require Queens College ID.

Tennis Cards

Any current student or faculty or staff member may obtain from the Physical Education office a card to gain access to the tennis courts. This card is checked out

Thanksgiving Break
Community Concert Asso., Robert McDuffie, Violin, 8:15 p.m., Ovens Auditorium

21
MONDAY

22
Thanksgiving Break
TUESDAY

23
Thanksgiving Break
WEDNESDAY

Thanksgiving Day

24
THURSDAY

25
Thanksgiving Break
FRIDAY

26
Thanksgiving Break
SATURDAY

27
Residence Halls open at 12 noon
SUNDAY

to an individual and should be returned when the person leaves Queens.

The Web

The Web is a comfortable lodge on campus which is equipped with a kitchen and has a fireplace. It is available to individual students, faculty members, or college groups for meetings, dates, or small parties (no more than 50 people).

The hours for the Web are the same as the residence hall closing hours, midnight Sunday through Thursday and 2 a.m. Friday and Saturday nights. The Web is not available for overnight guests.

Guidelines for use of the Web are as follows:

1. The Web must be reserved in advance through the Student Affairs Office. The key should be picked up in that office and returned there by noon the next working day after the Web is used. Failure to return the key may result in a $20 fee.
2. Furniture in the Web may be be moved slightly to effect different seating arrangements. All furniture should be returned to its original position when the event is over.
3. Anyone building a fire in the fireplace is responsible for its being extinguished completely before leaving.
4. Each person or group using the kitchen is responsible for leaving it clean.
5. Any individual or group abusing the Web or its furnishings may be refused permission to use the facility for future events. Any damages that can be demonstrated to have been caused by a particular person or group will be charged accordingly.

Student Government

The Student Government Association provides opportunity for self-government for Queens students. The SGA is divided into four branches: Senate, College Union, Judicial Branch, and Publications Board. Through these branches, students oversee and participate in all aspects of student life. The complete constitution of the Student Government Association is printed in the Appendix of this Handbook.

Senate: The Queens College Senate is the legislative branch of the Student Government Association. The Senate handles the legislative concerns of students including state and local political issues of interest to students as well as campus policies.

College Union: The Queens College Union is a group of students who work with the Activities Coordinator to plan and coordinate a balanced program of activities on campus. College Union Committees are the following:

- Cultural Events: Sponsors activities designed to enrich cultural awareness including poetry readings, chamber music, literary speakers, and political and issue oriented programs.
- Film: Selects, promotes, and presents quality films meant to to educate and inform as well as entertain.
- Recreation: Plans intramural competitions and recreation nights. Coordinates small tournaments such as spades, backgammon, ping pong, etc.
- Religious Life: Coordinates religious activities and fellowships on campus. Speakers, chapel services, and the Moravian Love Feast are organized by this committee.

28

Classes Resume

MONDAY

29

Chamber Music Concert, 8:15 p.m., SLRH
Movie, "James Bond," 7:30 p.m., Dana 106

TUESDAY

30

Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
Movie, "James Bond," 7:30 p.m., Dana 106

WEDNESDAY

December

1

Chapel, 9:30 a.m., Belk Chapel

THURSDAY

2

Student Recital, 2 p.m., SLRH

FRIDAY

3

Christmas Dance, 9 p.m., Morrison Dining Hall

SATURDAY

4

SUNDAY

- Social Activities: Organizes social events including dance weekends, mixers, lawn concerts, etc., for students on campus.
- Special Events: Plans such activities as the May Court Presentation and the annual Christmas Tree Trim. This committee is involved in the coordination of all Parents Weekends.

Judicial Branch: Made up of Dorm Council, Honor Council, and Appeals Board, this branch oversees enforcement of the Honor System. The Honor Council sponsors events and programs to educate the campus community on living under an honor system. A more detailed discussion of the Honor Code and judicial procedures is found elsewhere in this handbook.

Publications Board: The Publications Board oversees the publication of and selects editors for the newspaper, yearbook, and literary magazine.

Student Government Leaders 1983-84

Legislative Branch

Senate

President — Jane Hughes
Vice President — Brenda Allen
Treasurer — Donna Gordon
Secretary — Heidi Howell
Representatives to the EPCC — To be appointed
Representatives to the Student Life Committee — To be appointed
Senior Class President—Becky Nam
Junior Class President—Lynette McNeil
Sophomore Class President—Betsy Arledge
Freshman Class President—To be elected
4 Residence Hall Representatives—To be elected
2 Day Student Representatives—To be elected

Budget Committee

Chairwoman—Donna Gordon
Elected Members—Allison Forsyth
Becky Lobrano
Irene Zurek
Beth Newberry

Judicial Branch

Honor Council

President — Flo Mercer
Vice President — Deborah Dalton
Secretary — Lisa Culley
Senior Class Representative — Helen Garcia
Junior Class Representatives — Tippi Faucette
Mimi Lowe
Sophomore Class Representativess
Mary Robinette
Donna Ashe

Dormitory Council

President — Teresa Harris
Vice President — Kathy Maske
4 Residence Hall Representatives — To be elected

Activities Branch

College Union

President — Sally Shearer
Vice President — Becky Garity
Treasurer — Allison Lyon
Secretary — Dawn O'Neal

Committee Chairs

Cultural Events—Bryson Coffey
Film Series—Terri Smallwood
Recreation—Donna Ashe
Religious Life—Cindy Spraker
Social Activities—Rosemary Murph
Special Events—Julia Rothschild

Publications Branch

Publications Board

Coronet Editor—Stephanie Sain
Current Editor—Teresa Harris
Signet Editor—Rowena Gregg

5
MONDAY

6
TUESDAY

7
WEDNESDAY

Boar's Head Dinner, 6:30 p.m., Morrison Dining Hall

8
THURSDAY

Chapel, 9:30 a.m., Belk Chapel

9
FRIDAY

10
SATURDAY

11
SUNDAY

Travelog, 2:30 p.m., Dana Auditorium
Moravian Lovefeast, 7 p.m., Belk Chapel
Movie, "Breaking Away," 10 p.m., Dana 106

Academic Policies

These policies of Queens College cover the class work and activities of a student and her relationship with the academic programs and staff of Queens.

Graduation Requirements

To graduate from Queens College, a student must fulfill the degree requirements set forth in the *Bulletin* which is current when she enters the college and must be in good standing with the Honor Code. Although the college makes every effort to counsel the student in planning a program of study, it is the student who is ultimately responsible for fulfilling all requirements for a degree. Students should consult the *Bulletin* for degree requirements of specific majors. All academic plans are subject to approval by the student's adviser.

Students Entering as Freshmen

Students entering Queens as freshmen must satisfy the following degree requirements: a minimum of 122 semester hours; all the requirements specified for their chosen major; a minimum cumulative quality point average of at least 2.000 on all work completed at Queens and on all work in the major; the Distributed Requirements in seven areas of concentration; two January Term units of credit; at least 36 semester hours in courses at the 300 level or above; at least 60 of the 122 semester hours completed at Queens; the last 30 of the 122 semester hours in residence at Queens or in a Queens-approved program; and demonstrated proficiency in basic mathematics.

Transfer Students

Transfer students must meet all degree requirements, including, o course, the stipulation that at least 60 of the 122 semester hour must be completed at Queens. (The 60-hour requirement may, pending the Registrar's evaluation, be waived for students who already hold a bachelor's degree from an accredited institution. Students who have not earned a bachelor's degree, but who have earned more than 60 hours at th undergraduate level, may apply through the appropriate Dean to the Student Qualifications Committee for a possible reduction of the 60-hour requirement.) Pending the Registrar's evaluation, a transfer student may be able to use transferred credits to satisfy some major requirements, Distrib uted Requirements, and the 36 semester hours required in course at the 300 level or above — provided, in the last case, that the courses at the 300 level or above were completed at another four-year institution. Courses transferred from two-year institutions are classified at the 100 (freshman) or 200 (sophomore) level. A transfer student who complete only 60 semester hours at Queens is required to have one January Term unit for graduation; a transfer student who completes more than 60 semester hours at Queens is required to have two January Term units for graduation.

Term Load

The academic year consists of Term I, January Term, and Term II. The normal load for al

12
MONDAY

lovie, "Breaking Away," 8:00 p.m., Dana 106

13
TUESDAY

lasses End

14
WEDNESDAY

eading Day

15
THURSDAY

xaminations Begin
a.m. — Exams for MWF 9 a.m. classes
p.m. — Exams for MWF 11 a.m. classes

16
FRIDAY

a.m. — Exams for TTh 10:20 a.m. classes
p.m. — Exams for TTh 11:40 a.m. classes

17
SATURDAY

a.m. — Exams for MWF 10 a.m. classes
p.m. — Exams for MWF 12 noon classes

18
SUNDAY

students is from 12 to 16 credit hours per term (I and II) and one inter-term course in January. Any full-time student wishing to take more than 16 hours in Term I or II must obtain permission from the Dean of the College of Arts and Sciences. A student may take only one course in the January Term.

Grading

Queens College uses the following system of grades and quality-point values per credit hour:

Grade	*Interpretation*	*Quality-Point Value*
A	Superior	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Very Satisfactory	2.5
C	Satisfactory	2.0
D	Poor	1.0
F	Fail	0
NR	No Record	(0)
WP	Withdrew Passing	No effect on Q. Pts.
WF	Withdrew Failing	No effect on Q. Pts.
I	Incomplete	May become any other letter grade, except WP or WF, upon completion.

Grade reports are sent at the end of each term. Mid-term reports are issued in Terms I and II to indicate special difficulties in course work in progress. Only final term grades are permanently recorded.

Repeated Courses

A student who has earned an F in a course may repeat that course once (either at Queens or, with the prior permission of the appropriate department head and the Dean, at another accredited institution) ; the F will remain on the student's record in any case, but only the second grade for the course will be figured into the student's cumulative quality-point average.

In order to allow a student to demonstrate mastery of the material in a course in which she has earned a D, the college will allow the student to repeat that course once; the D will, however, remain on the student's record in that case.

Pass/No Record

Pass/No Record (P/NR) is a grading system designed to encourage students to explore new areas. Students may elect to take up to two courses a year on a P/NR basis, but may take no more than one course on a P/NR basis in any one term.

Some courses, such as Typing (Secretarial Practice 101, 102), are designated as P/NR for all students. Some specifically designated courses (for example, applied music) may not be taken P/NR. Courses selected by the student to fulfill the Distributed Requirements may be taken P/NR.

The student must indicate at registration her intention to take a course P/NR. Up to one week after the midpoint of the semester, however, she may, in consultation with the Registrar, change the P/NR basis to an A/B/C/D/F basis.

P equals a grade of C or better; NR equals a grade of D or F but differs from a D or an F in that NR is not recorded on the student's permanent academic record. Courses taken PNR are not counted in the calculation of the student's quality-point average. Unless a student obtains permission from the Dean of the College of Arts and Sciences and the department chairman, she may not take a course in her major or in her minor program on a P/NR basis. Students planning advanced academic work should be aware that the Pass grade may be interpreted as C by graduate institutions, and an inordinate number of such grades may be looked upon with disfavor by graduate admissions committees.

19
MONDAY

a.m. — Exams for MWF 8 a.m. classes
p.m. — Exams for TTh 8 a.m. classes

20
TUESDAY

a.m. — Exams for TTh 1:40 p.m. classes
p.m. — Exams for MW 1:40 p.m. classes
Examinations End

21
WEDNESDAY

22
THURSDAY

23
FRIDAY

24
SATURDAY

25
SUNDAY

Christmas Day

Pass/Fail

Pass/Fail (P/F) is the grading system used for internships and for other specifically designated courses. P is equal to a grade of C (satisfactory work) or better; F, in this case, is interpreted as an evaluation of work that was unsatisfactory, poor, or failing. P/F differs from P/NR is that all F's become a part of the student's permanent academic record, while NRs do not.

Incompletes

The grade of Incomplete (I) is given only at the discretion of the instructor and only when unusual circumstances make it impossible for the student to complete the course work by the end of the term.

All students who have received the grade of Incomplete (I) have a specific time period within which to complete the course work. In the case of a student who is in good standing academically, a grade of I received during Term I or January Term must be changed to another letter grade by the end of the second full week of regular classes of Term II; Term II and Summer Term incompletes must be changed to another letter grade no later than two weeks into Term I of the following academic year.

A student on academic probation who receives the grade of incomplete (I) during Term I or Term II must complete the course work and receive a regular letter grade *before* the beginning of the following regular academic term (I or II).

A grade of I automatically becomes an F if the student fails to make up incomplete work satisfactorily. It is the student's responsibility to contact the professor and make arrangements for the work to be completed.

Examinations

Although professors evaluate student work periodically, final examinations, generally in the form of written examinations, are given in all courses at the end of each term. Final written examinations are generally between two and three hours long.

The office of the Registrar publishes a schedule for final examinations. The first day of the examination period is designated Reading Day, on which no classes may be held and no examinations may be given, thus providing students an opportunity to prepare for examinations. Permission to change an examination schedule or to make up an examination must be granted by the Dean of the College of Arts and Sciences.

Courses Taken at Other Institutions

Ordinarily, a Queens student may take courses at another accredited institution for credit at Queens, provided that these courses are equivalent or supplemental to those offered at Queens. In order to receive this credit, she must, however, secure the *prior* permission of the appropriate department and division heads and the Dean; she must make a grade of C or

26
MONDAY

27
TUESDAY

28
WEDNESDAY

29
THURSDAY

30
FRIDAY

31
SATURDAY

January

1
SUNDAY

higher on each course for which she would receive credit; and she must have the other institution send an official record of her work to the Queens College Registrar. The student's quality-point average at Queens is not affected by course credit earned at other institutions.

Student Class Status

Students pursuing a degree program and carrying the normal term load (12 to 16 hours) are assigned class status according to the number of credit hours earned.

Class Status	*Credit Hours*
Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 or more

Student Classifications

Regular Student classification is for all degree candidates.

A *Special Student* is one who is admitted with non-degree status and who may enroll for a cumulative total of 15 credit hours. After completing 15 credit hours, a special student must apply for regular admission or receive special permission to continue; however, a special student with a bachelor's degree may take unlimited credits as a special student. Special students must comply with all college regulations.

A *Transient* or *Contract* student is one from another college who is taking courses at Queens, but who is a degree candidate at the other institution.

A *Continuing Education* student is one who is enrolled only in non-credit programs in the Queens Institute for Lifelong Learning.

A student who is enrolled as a full-time student at Queens College but who has been granted permission to take a course or courses at one of the other ten colleges in the Charlotte Area Educational Consortium is a *Consortium Student*. Queens students, if qualified, may enroll at one of the other colleges in any course not offered at Queens and receive full credit toward the Queens degree without the payment of additional fees. Arrangements must be made through the Registrar's office. Consortium arrangements do not apply to summer sessions.

Student Qualifications

The faculty of Queens College determines academic standards which are administered by its Student Qualifications Committee. This committee reviews each case of academic difficulty. A student is automatically on academic probation if her cumulative quality-point average is below the following levels for class standing:

Class Status	*Credit Hours*	*Minimum Cumulative Quality-Point Average*
Freshmen	0-14	1.500
	15-29	1.800
Sophomores	30-44	1.800
	45-59	1.900
Juniors	60-74	1.900
	75-89	2.000
Seniors	90 or more	2.000

When a student fails to make a quality-point average according to these guidelines, the Student Qualifications Committee imposes various stipulations to encourage the student to meet the minimum standards. These stipulations are sent in writing to the student and to parents or guardians. If the student does not meet the stipulations set, she will be subject to dismissal from the college.

A student on academic probation who receives the grade of incomplete (I) during Term I or Term II

2
MONDAY

3
TUESDAY

4
WEDNESDAY

5
THURSDAY

6
FRIDAY

7
SATURDAY

8
SUNDAY

Residence Halls Open, 12 noon (for January Term)

must complete the course work and receive a regular letter grade *before* the beginning of the following regular academic term (I or II).

A student on academic probation may petition the Student Qualifications Committee for exception from probation if she has achieved a QPA of 2.500 or better for the previous Term I or II.

The records of part-time students will be reviewed for probationary considerations after 9 semester hours of work have been completed at Queens College and thereafter according to the above policy.

The student who does not show improvement and fails to meet the college's scholastic standards may be asked to withdraw from the college. All decisions regarding dismissal may be appealed to the president of the college.

The readmission policy for a student who has been required to withdraw from Queens for academic failure is as follows: the student must undertake at least one semester's study (9 to 12 hours, taken concurrently) at another accredited institution and achieve a QPA of at least 2.000 on approved courses; only then will the college consider the student's application for readmission.

Eligibility to Represent the College

Students on academic probation or students on social probation for six weeks or longer, or students who are suspended from a class or from the College are not eligible to represent the College in off-campus extracurricular activities, to hold campus office, or to run for campus office until the probation or sanction is lifted.

Dean's List

Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work (not including a grade of P in the 12 hours) for the term are named to the Dean's List. Students with Incompletes in courses cannot be considered.

Registration

Registration is held at the beginning of each semester. At this time, students enroll for courses, have identification cards made, purchase meal tickets and parking stickers, and make financial arrangements with the Business Office. Students are not considered registered unless tuition and fees for the semester have been paid or arrangements for payment have been made.

9
MONDAY

Registration for January Term; Classes Begin

10
TUESDAY

11
WEDNESDAY

Movie, "Life of Brian," 8 p.m., Dana 106
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

12
THURSDAY

Movie, "Life of Brian," 8 p.m., Dana 106

13
FRIDAY

14
SATURDAY

15
SUNDAY

Toward the end of each semester there is a pre-registration period during which a student, in consultation with her adviser, plans the schedule of courses she intends to take during the following semester.

Academic Advising

It is the student's responsibility to schedule advising appointments with her academic adviser as often as necessary in order to plan course schedules for each term and to discuss current academic questions and problems. The adviser is to be used as a resource and a guide in planning and meeting all graduation requirements.

Drop/Add

Courses may not be added or dropped on Registration Day. The Drop/Add process takes place during the first calendar week of classes at the beginning of each semester. To drop or add a course, the student obtains a form in the Registrar's office and secures her adviser's signature to make the change(s). (Course instructors do not sign Drop/Add forms.) The form is then returned to the Registrar's office, not later than 5 p.m. on the last day of the first calendar week of classes. There is no charge for Drop/Add, and nothing will appear on permanent records if procedure is followed.

Withdrawal from a Course

Withdrawing from a course is a different process from that of dropping a course (described above). Once the Drop/Add period has passed, withdrawal with the grade of WP or WF is possible until the end of one calendar week after the designated mid-term point in each semester. The withdrawal form, which is obtained in the Registrar's office, must be signed by the adviser, the instructor, the Dean of the College of Arts and Sciences, and the student, and returned to the Dean's office. All withdrawals will appear on the student's transcript.

A student who wishes to withdraw from a course may not simply stop attending the class. If she does not follow the procedures for withdrawal, she will receive an F in the course.

Auditing Courses

A regular student carrying a load of 12 to 16 credit hours and maintaining a B average may, with the consent of the Dean of the College of Arts and Sciences and the course instructor, audit a course. Audited courses receive no credit but do appear on college transcripts. Students must designate audited courses at registration. Drop/Add and Withdrawal procedures apply to audited courses. Auditors are expected to attend classes regularly. With permission from the Dean of the College of Arts and Sciences, special students may audit a course. Special students must pay an auditing fee of $75.00 per credit hour.

Summer School

Queens College offers a summer program consisting of two terms held during May, June, and July. Students may choose from a listing of catalog courses or may arrange independent studies or may arrange independent studies or internships. Information on summer sessions at Queens is available to Queens students during Term II in the office of the Dean of the College of Arts and Sciences and the office of the Registrar. Students at other institutions should contact the Office of Admissions.

16
MONDAY

17
TUESDAY

Friends of the Library — Book & Author Luncheon, 12 noon - 3 p.m., Morrison Dining Hall and Burwell Parlors

18
WEDNESDAY

19
THURSDAY

20
FRIDAY

21
SATURDAY

22
SUNDAY

Travelog, 2:30 p.m., Dana Auditorium
Movie, "Lord of the Flies," 8 p.m., Dana 106

Queens students who wish to attend summer school at other institutions must obtain from the Registrar's office a Summer School Permission Form, to be signed by the student's academic adviser, the head of the department under which the courses to be taken elsewhere fall, and the Dean Approved summer courses taken at other accredited colleges and universities with the grade of C or higher may be counted toward the 122 credit hours required for graduation, provided these courses are comparable or supplemental to those offered at Queens. To receive credit, the student must request that her summer school transcript be sent to the Queens College Registrar. Only the credit hours and quality-points earned at Queens are counted in calculating a student's quality-point average for graduation.

Attendance Policies

As a general policy, the college expects students to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and announced at the beginning of each semester. If the policy is not announced at the beginning of the semester, the student should make a point of asking about the policy at that time. Instructors may penalize students for not attending class. The Infirmary, Dean's office, or other offices in the college do not excuse absences; they merely notify instructors of reasons for absences.

A resident student should visit the Infirmary when she is ill. If she is admitted to or treated in the Infirmary, her name will then be put on the Infirmary list, which will be included in the Absence Report prepared weekly by the Office of the Dean, College of Arts and Sciences. A commuting student (or her parent, spouse, or physician) should call the Dean's office when she misses class(es) due to illness. Her name will also be included in the Absence Report. As indicated above, this report is a compilation of reasons for absences; it is prepared for the information of the faculty and does not represent an official excuse of any absence. It is left to the individual instructor to decide whether or not to excuse an absence. It is the student's responsibility to know the instructor's attendance policy in her standing in the class with regard to attendance.

Internships

Queens College provides internships as useful and desirable educational experiences for its students. Internships are planned and supervised out-of-class work experiences which use skills and theories learned in classroom settings.

To be eligible for internships, students should have the academic preparation necessary as a basis for such experience. Generally, internships are restricted to upperclassmen; however, freshmen and sophomores with unusual backgrounds or strong motivation for such work experiences are not excluded from participation.

Guidelines for internships, available in the office of the Dean of the College of Arts and Sciences, describe qualifications and procedures for registering. The student and her adviser are responsible for following these guidelines.

All internship proposals must be submitted to the Dean of the College of Arts and Sciences no later than the end of the second week of the term in the case of Term I or II, and before the beginning of the term in the case of January or summer terms.

23
MONDAY

Movie, "Lord of the Flies," 8 p.m., Dana 106

24
TUESDAY

25
WEDNESDAY

26
THURSDAY

Charlotte Opera, "Tales of Hoffman," 8 p.m., Ovens Auditorium

27
FRIDAY

Classes End

28
SATURDAY

29
SUNDAY

The student and her adviser plan an internship using as resources the Career Center and faculty internship advisers. The adviser reports a grade for the internship and serves as a contact person on campus for the intern and the off-campus project supervisor. All internships are graded on the Pass/Fail basis. Normally, no more than 12 hours of internship credit shall be counted toward the 122 hours required for each degree.

Exploratory Internships

The exploratory internship enables a student to gain knowledge in an area in which she may have an interest and to explore areas in which she may wish to develop a career. The student may earn a maximum of 6 hours' credit toward graduation requirements through exploratory internships. Summer job experience cannot be considered for credit.

Professional Internships

The professional internships are listed as catalog courses and encompass field placement courses, practica, internships within requirements of a major, and student teaching programs. Professional internships are restricted to upperclassmen, although exceptions may be made under unusual conditions. These internships are an integral part of the academic program and are limited only by the requirements of a given major as described in the catalog. To register for a professional internship, the student must make specific arrangements with the faculty adviser, the appropriate professor, and the division chairman.

Independent Studies/ Directed Readings

A mature academically sound student may, under the direction of a professor and with the approval of her adviser, undertake directed readings or an independent study of a topic of interest to her. This study make take one of several forms, such as a project, individual research, or directed readings. Students who wish to pursue these options should consult the *Bulletin* for catalog listings of independent studies and directed readings in the subject area. After obtaining approval from the appropriate professor or department and her faculty adviser, a student may register for a catalog-listed independent study or directed readings course just as for any other course.

Independent studies and directed readings courses require special forms which are available in the office of the Dean of the College of Arts and Sciences. The student must submit her proposal for the independent study or directed readings to the Dean of the College of Arts and Sciences no later than the end of the second week of the term in the case of Term I or II, and before the beginning of the term in the case of January or summer terms.

Withdrawal from the Colle

Any student who plans to withdraw from the college before the end of the term must notify the Dean of the College of Arts and Sciences in order to remain in good standing and have grades recorded as WP or WF. If the student withdraws before the end of the term without giving notification to the Dean, all grades are recorded as F's.

The student who wishes to withdraw must first visit the office of the Dean of the College of Arts and Sciences to set up an appointment for an exit interview. This interview may be with the Dean of Student Affairs, the Dean of

Registration for Term II
Community Concert, The Hague Philharmonic, 8:15 p.m., Ivens Auditorium

30
MONDAY

31
TUESDAY

Classes Begin

February

1
WEDNESDAY

Movie, "Tommy," 8 p.m., Web

2
THURSDAY

Chapel, 9:30 a.m., Belk Chapel
Movie, "Tommy," 8 p.m., Web

3
FRIDAY

4
SATURDAY

Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium

5
SUNDAY

the College of Arts and Sciences, or a person designated by either dean. Once the student has had her exit interview, she signs the Withdrawal from the College form. The student then visits the Business Office, Financial Aid Office, and Student Affairs Office for clearance and signatures regarding financial matters. The official date of withdrawal is that by which all required signatures are obtained.

If a student simply stops attending all classes and does not notify the Dean of intention to withdraw, the college does not regard the student as having officially withdrawn.

In the event that the student has been absent for reasons of illness and, therefore, is considered unable to complete the process at the actual time of withdrawal, a date of signature is determined by the Dean of the College of Arts and Sciences, the student, and an appropriate representative of th Business Office.

The college reserves the right t require at any time the withdrawal of a student whose condu or academic work is not considered satisfactory.

For information regarding the financial aspects of withdrawal from the college, please consult the section on Costs.

Undergraduate Program Tests

The college arranges for and requires all students academically classified as seniors to take the Undergraduate Program Tests.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students. Progress records are furnished the students, veterans and non-veteran alike, at the end of each schedul school term.

6
MONDAY

ovie, "Ryan's Daughter," 8 p.m., Dana 106

7
TUESDAY

ovie, "Ryan's Daughter," 8 p.m., Dana 106
aculty Recital, 8:15 p.m., SLRH

8
WEDNESDAY

9
THURSDAY

hapel, 9:30 a.m., Belk Chapel

10
FRIDAY

alentine's Informal Dance, 9 p.m., Tillett

11
SATURDAY

alentine's Formal Dance, 9 p.m., Morrison Dining Hall

12
SUNDAY

Iovie, "Romeo & Juliet," 8 p.m., Dana 106

Honors and Awards

Dean's List

Students achieving a semester average of 3.5 or higher are recognized by being listed on the Dean of the College's record of outstanding scholars.

Marshals

Marshals are the students who have achieved the highest cumulative average in the Senior, Junior, and Sophomore Classes. The student with the highest average for her three years serves as Chief Marshal during her senior year. The duty of the Marshals is to serve as ushers of official college events which include academic processions.

Orb and Sceptre

Orb and Sceptre is a senior honorary organization which was founded at Queens in January of 1961. It recognizes those students who have shown outstanding leadership, scholarship and concern for the college community.

Valkyrie

Valkyrie is an honorary organization that was established at Queens in 1937 and includes students selected from the Sophomore Class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens. Valkyrie members are selected at the beginning of their sophomore year.

Who's Who Among Students in American Universities and colleges

Who's Who Among Students in American Universities and Colleg Who's Who recognizes noteworth student leaders on campus throughout the country and registers them in a national collegiat publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricula activities, general citizenship and the promise of future usefulness

Beta Beta Beta

The Tau Tau Chapter of the Bet Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The club is also affiliated with the North Carolina Academy of Sciences. Membership is by invitation.

Delta Omicron

Omicron Lambda Chapter of Delt Omicron, an international music fraternity for women, was estab lished at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Member ship is open to students doing major or minor work in music, to music faculty, to professional musicians and to concert artists. Scholarship of high quality is requisite to membership.

Movie, "Romeo & Juliet," 8 p.m., Dana 106
Community Concert, New York City Opera, "La Boheme," 8:15 p.m., Ovens Auditorium

13
MONDAY

Valentine's Day

Honors Convocation, 9:20 a.m., Belk Chapel

14
TUESDAY

Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

15
WEDNESDAY

Chapel, 9:30 a.m., Belk Chapel

16
THURSDAY

Student Recital, 2 p.m., SLRH

17
FRIDAY

18
SATURDAY

Travelog, 2:30 p.m., Dana Auditorium

19
SUNDAY

Sigma Upsilon

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based upon creative literary ability, interest and active participation. Members are elected every year.

Zetetic Society

Zetetic is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment for Seniors and Juniors, and to encourage independent research.

Algernon Sydney Sullivan Awards

Queens is one of the colleges which has the privilege of presenting two Sullivan Awards each year—one to a graduating senior, and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders:

"that the noblest human qualities are those characteristics of heart, mind, and conduct which evince a love for and helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self-interest and spend themselves in the interest of mankind."

Majorie Blankenship Melton Prize In Creative Writing

A monetary prize is presented to a student for outstanding accomplishments in creative writing. The prize is a memorial honoring this graduate of Queens, who was herself an outstanding writer.

Outstanding Music Award

A student is presented this award on the basis of scholarship, excellence in musical performance, and over-all contribution to music in the Queens community.

Outstanding Drama Award

A student is presented this award on the basis of scholarship, excellence in dramatic performance, and over-all contribution to drama in the Queens Community.

Outstanding Art Award

A student is presented this award on the basis of scholarship, excellence in creative art, and over-all contribution to art in the Queens Community.

Diana Award

This award is given to the student who best exemplifies the characteristics of honesty, integrity, and genuine concern for others. The recipient of the Diana Award is elected by the student body.

20
MONDAY

21
TUESDAY

22
WEDNESDAY
Movies, "Comedies," Marx Brothers, Laurel & Hardy, 7:30 p.m., Web

23
THURSDAY
Movies, "Comedies," Marx Brothers, Laurel & Hardy, 7:30 p.m., Web

24
FRIDAY
Dads Weekend

25
SATURDAY
Dads Weekend

26
SUNDAY
Dads Weekend
Chapel

College Policies

These are the general policies and procedures under which Queens College operates and, in some cases, the laws affecting members of the Queens community. Violations of any college policies are handled by the Judicial Board.

Alcoholic Beverages (Possession)

Queens College recognizes the social problems inherent in the misuse of alcohol and discourages student consumption of alcohol as being detrimental to the educational purposes of the college. It also seeks to provide a realistic social atmosphere on campus, to develop student responsibility and to permit maximum personal freedom in matters affecting student life.

The following regulations are designed to support these objectives:

1. Students are responsible at all times for complying with North Carolina laws governing possession and use of alcohol. North Carolina law includes the following provisions:

   "It shall be unlawful for any person, firm or corporation knowingly to sell or give any products with an alcohol content, including beers and wine, to any minor under 18 years of age. In like manner it is unlawful for any minor under 18 years of age to purchase or possess, or for anyone to aid or abet such a minor in purchasing any such products. In addition it is unlawful for any person, firm or corporation knowingly to sell or give any alcoholic beverage with an alcohol content in excess of 15% to any minor under 21 years of age. This in general refers to such things as whiskey, gin, vodka and the like. In addition it is unlawful for any minor under 21 years of age to purchase or possess, or for anyone to aid or abet such minor in purchasing any such product as set forth above. It is unlawful for any person, regardless of age, to transport an opened bottled of any alcoholic beverage in a car."

   Attention is directed to the fact that under the law possession of hard liquor by those under 21 years of age is illegal.

2. Beer and wine are permitted in the Student Center and Web.

3. Permission to use beer and wine on special occasions elsewhere on campus must be requested from and authorized by the Dean of Student Affairs.

4. Possession of alcoholic beverages in residence hall rooms is regulated by state law.

5. Student Government Association funds may not be used to purchase alcoholic beverages.

6. Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior which discredits the students and/or the college.

Alcoholic Beverages (Sale)

The Executive Committee of the Board of Trustees of Queens College has approved the sale of beer and wine on the Queens College

27
MONDAY

28
TUESDAY

29
WEDNESDAY

March

1
Chapel, 9:30 a.m., Belk Chapel
THURSDAY

2
Student Recital, 2 p.m., SLRH
FRIDAY

3
Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium
SATURDAY

4
Travelog, 2:30 p.m., Dana Auditorium
Movie, "Taxi Driver," 8 p.m., Dana 106
SUNDAY

campus according to the following policy:

1. Areas:
   a. Beer and wine are to be sold by Saga Food Service in the Jernigan Student Center Snack Bar and may be consumed only within this room. No alcoholic beverages may be taken into or out of this area.
   b. Other areas can be temporarily designated for distribution by the administration (i.e. meetings of the Friends of the Library, etc.)
2. Guests:
   a. Each Queens student is allowed only three guests at the Snack Bar.
   b. All Queens students, faculty and trustees are to present their identification card for admittance to the Snack Bar, and their guests will sign the registry.
   c. When the Queens student leaves the area her guest must leave also.
3. Procedure:
   a. Normal hours during which beer and wine may be sold are: 7 p.m.-12 midnight Monday-Thursday, and 2 p.m.-12 midnight Friday and Saturday.

      No sales of beer or wine will be allowed on Sunday or after the above closing hour. Other opening hours may be authorized by the Administration for special occasions.

      The hours (within the guidelines outlined above) when the Snack Bar will be open will be posted each term.

Automobiles on Campus

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Office. The registration fee is $5. Each registered automobile is issued a parking permit, which must be affixed to the left rear bumper of the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine. Students who continually violate parking regulations may have their cars towed from the campus.

Complete automobile and parking regulations are printed in the appendix of the Handbook.

Bare Feet

Health and sanitation codes require the students and guests wear shoes in Morrison Dining Hall, The Hallow and Burwell Hall.

Drugs

The illicit and improper use of drugs (for example, amphetamines, barbituates, opiates, hallucinogenic drugs and marijuana) is not in keeping with a student's personal welfare or pursuit of academic achievement. Queens College students are expected to abide by the laws of the state of North Carolina and the federal government regarding the possession and use of drugs.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use.

5
MONDAY

Movie, "Taxi Driver," 8 p.m., Dana 106

6
TUESDAY

Chamber Music Concert, 8:15 p.m., SLRH

7
WEDNESDAY

8
THURSDAY

Chapel, 9:30 a.m., Belk Chapel

9
FRIDAY

10
SATURDAY

11
SUNDAY

Community Concert, Bela Davidovich, Pianist, 8:15 p.m., Ovens Auditorium

Firearms and Explosives

North Carolina law prohibits the possession or carrying of any weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, any powerful explosives, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds.

Possession of any such weapons or fire crackers, etc., shall be considered a major violation of the Queens Honor Code and will be handled accordingly.

Party Permits

Any student or group wanting to hold a gathering on campus at which alcoholic beverages are served must fill out a party permit in the Office of Student Affairs. Party permits are designed to prevent any misunderstandings concerning what events are approved, who should be contacted in emergencies, who is responsible for cleanup and what facilities and maintenance needs are involved.

Personal Safety and Security

Queens College strives to provide a safe environment for its students. However, personal safety is the responsibility of the student as well as the college. Students are urged to take all reasonable precautions to avoid unfortunate incidents. The College cannot be held responsible for a student's safety at all times.

Privacy

Policies on confidentiality and privacy for Queens community members are in line with the Family Rights and Privacy Act of 1974 (Buckley Amendment).

Access to Student Records: Each enrolled student or former student of Queens College has the right to see official educational records or files of the College directly related to that student and not otherwise permitted to remain confidential. Procedures for reviewing files and records are available in offices where those files are kept.

Release of Student Information:

1. Official transcripts and other records (placement office records, information in Dean's office, etc.) are released only with written permission of the student.

2. A student is entitled to see a copy of her permanent record (transcript) and/or other permanent records. A student has the privilege of checking permanent records to ascertain whether grades, etc., have been accurately recorded. Procedures for appeal for any record dispute are available in the office of the dean of the college.

3. The permanent academic record (transcript) will not be allowed outside the registrar's office.

4. A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in each office of college officials who use data and the purpose for which such is requested.

5. To the general public, only items considered to be matters of public information will be released without the student's permission. These items are: (1) Dates of at-

12
MONDAY

13
TUESDAY

Midterm
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

14
WEDNESDAY

Chapel, 9:30 a.m., Belk Chapel

15
THURSDAY

Student Recital, 2 p.m., SLRH

16
FRIDAY

17
SATURDAY

Movie, "Amarcord," 8 p.m., Dana 106

18
SUNDAY

tendance (2) Degrees, if any, and date of award.

6. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student only in anonymous form.

At Queens additional information including name, residence hall room number, home address, honors received, parents' names, class schedules, and religious affiliation is considered to be directory information. Such information will be released, when appropriate, to persons such as parents, relatives, friends, prospective employers, graduate schools, honor societies, licensing agencies, government agencies, or news media unless the student has officially requested that it be withheld. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved.

If a student wishes that any or all of the information in the above-mentioned categories be withheld, she should complete a form in the Registrar's office within 10 days after registration each term. The Registrar will notify other college offices of such requests. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Residency Requirements

Queens views on-campus living as an integral part of the educational experience. A student who is a candidate for an undergraduate degree will live in a residence hall unless: (1) she is residing with her parents or guardian; (2) she is married, or (3) she has been granted special permission for other residence by the Dean of Student Affairs.

Any student who decides to leave the residence hall to live at home must inform the Student Affairs Office and officially check out of the residence hall.

Sales and Solicitation

To protect students and staff from fraudulent sales and annoyance, no door-to-door soliciting is permitted by on-campus or off-campus groups or individuals.

Any on-campus person or organization wishing to sell merchandise may do so in the lobbies of the residence hall with the permission of the Resident Director. Such sales may take place in the Student Center or the dining hall with permission from the Dean of Student Affairs. Advertising may be posted only on bulletin boards and may not be taped on doors or windows in any residence hall.

Any off-campus person or agency wishing to sell or advertise any merchandise or service on campus must receive permission from the Dean of Student Affairs. Ordinarily, only non-profit groups will be allowed to sell on campus. Once permission is granted, products may be sold only in the Student Center or dining hall. Any advertising must bear the stamp of the Student Affairs Office before it may be posted. Unauthorized advertisements will be removed.

Posters on Campus

The following guidelines are established for posters on campus:

1. Posters should include the name of the organization or individual sponsoring the event or product advertised.
2. Persons putting up posters are responsible for their removal. Notices should be taken down

19
MONDAY

Movie, "Amarcord," 8 p.m., Dana 106

20
TUESDAY

21
WEDNESDAY

Last Day to Withdraw from a Course

22
THURSDAY

Chapel, 9:30 a.m., Belk Chapel

23
FRIDAY

Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium

24
SATURDAY

25
SUNDAY

the day after the event they are advertising occurs.

3. Posters and signs should not be taped on painted surfaces. Use bulletin boards or glass surfaces when possible.
4. Off-campus individuals or groups are required to have their posters stamped in the Student Affairs Office. This stamp indicates permission to post only; it is not an endorsement of the product or event. Posters from off-campus sources which have not been stamped may be removed.

Smoking

Due to fire regulations and so that individuals do not infringe upon the rights of others, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, or classrooms. A section in Morrison Dining Hall is designated as an area where smoking is permitted at meals.

Strangers on Campus

Students are requested to offer directions or information to strangers who appear on campus. Persons who do not have specific business on campus are not to be permitted in any building. Students should report such strangers to the Public Safety Office.

26
MONDAY

27
Movie, "Somewhere in Time," 8 p.m., Dana 106
TUESDAY

28
Movie, "Somewhere in Time," 8 p.m., Dana 106
WEDNESDAY

Chapel, 9:30 a.m., Belk Chapel
Charlotte Opera, "Daughter of the Regiment," 8 p.m., Ovens Auditorium
29
THURSDAY

Student Recital, 2 p.m., SLRH
Spring Recess Begins, 5 p.m.
30
FRIDAY

Spring Break
31
SATURDAY

April

Spring Break
1
SUNDAY

Residence Life

Residence life at Queens College offers students the opportunity to grow and find meaning through friendship, exploration of ideas, and involvement in the resident community. The residence hall is more than just a place to live. It is an environment in which to grow — an experience in living.

Queens provides both professional staff and student resident assistants to meet the needs of students and to strive to make the experience in the residence hall a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities which enhance student development. Their goal is to help students discover themselves by involving them in their own developmental process and to provide a context in which students participate in shared experiences.

Students are encouraged to aid in the development of their community in the residence hall by participating in the decision making, policy formation and regulation, and program planning. Through this involvement, resident students work together to achieve an environment in which they may experience a sense of belonging and interdependence while respecting the uniqueness of individuals and their right of privacy.

In order to ensure smooth operation of the residence halls, policies designed to facilitate community living have been developed. All resident students and their guests on campus are expected to abide by these guidelines and all college policies. Violations of residence hall policies will be handled through the college judicial process as described in this Handbook.

Bicycles

Bicycle racks are centrally locat on campus. Bikes may not be stored anywhere in the residenc halls except in the basement storage rooms. Bicycles may be removed from restricted areas without notification to the student.

Cable Television

Each residence hall lobby has tel vision connected to cable for students' enjoyment. Students ma have televisions in their residenc hall rooms connected to cable at their own expense. The College accepts no responsibility for the installation, billing, or disconnec tion of cable services. All arrang ments should be made between the student and the cable company. It is the responsibility of the student to be present whenev the cable service person needs access to her room for installati or repairs. The disconnection of cable services must be completed prior to residence hall check-out at the end of the year.

Candles, Incense and Paper

At no time may candles, incense or paper be burned in any residence hall area. Any items in violation of fire and safety regu lations will be subject to removal by the residence hall staff.

Fire Drills

Fire escape routes are posted in each residence hall room and in a public areas. Every student shou know all fire escape routes and

2
pring Break
MONDAY

3
pring Break
TUESDAY

4
pring Break
WEDNESDAY

5
pring Break
THURSDAY

6
pring Break
FRIDAY

7
pring Break
SATURDAY

8
esidence Halls Open, 12 noon
SUNDAY

procedures in her residence hall. No one is excused from a fire drill if she is present in the residence hall at the time of the drill.

Holidays

The college calendar on page ?? lists dates for the opening and closing of residence halls for all holidays and breaks.

Residence halls re-open one day before classes resume. All residence halls close for college holidays.

Check-In, Check-Out

A resident student must check in with the residenct director or resident assistant each time she moves into a new residence hall room. The check-in procedure involves completion of a form indicating the physical condition of the room. The check-in form must be signed and dated by the occupant of the room and the resident assistant.

A student who moves out of her residence hall room for any reason must check out officially with her resident assistant or resident director. Damages to walls, floor, furniture, etc., will be noted on the check-out form. A final check for damages will be made by the Director of Residence Life and maintenance staff. Charges for damages will be made against the damage deposit. Any items left in the residence hall room after check-out become the property of the college.

Electrical Appliances

Under fire and insurance regulations, only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions and electric curlers.

The following appliances may NOT be used in rooms due to the electrical wiring, electrical supply and/or fire hazard: air conditioners, electric ovens (any type) or hot plates.

Sunlamps are approved for use only if prescribed by a physician. In such cases, the sunlamp must be kept and used in the infirmary. Sunlamps used in a residence hall will be removed by the residence hall staff.

Guest Housing

A few residence hall rooms are available for guests of students. Rooms are made available on a first-come basis and cost $5 per person per night. Male guests will be housed in Morrison; female guests in empty rooms in occupied residence halls. Men or women who are official guests of the college may be housed in the Wallace apartments.

No visitation is allowed in the Morrison guest rooms. Violations of visitation policy in Morrison could result in closing of the guest housing facility.

Students are responsible for the actions of their guests while they are on campus. Violations of campus policies by a guest may result in Judicial Board charges against the hosting student and/or a request by residence hall or public safety staff that the guest leave the campus.

Laundry Facilities

Coin-operated washers and dryers are located in each residence hall. Students are cautioned not to overload these machines. A student causing damage by overloading a washer or dryer may be

9
MONDAY

Classes Resume

10
TUESDAY

11
WEDNESDAY

Movies, "Lifeguard" and "Beach Blanket Bingo,"
:30 p.m., Web

12
THURSDAY

hapel, 9:30 a.m., Belk Chapel
Iovies, "Lifeguard" and "Beach Blanket Bingo," 7:30 p.m., Web

13
FRIDAY

14
SATURDAY

lumnae Homecoming

15
SUNDAY

ravelog, 2:30 p.m., Dana Auditorium

charged for the repairs. Instructions on proper use of these machines may be obtained from the Director of Residence Life or a resident assistant.

Ironing boards are available in the laundry rooms. Ironing is restricted to the approved areas in each building; no irons should be used in a student's room.

Lofts, Wooden Structures

Permission to build a wooden structure in the room must be requested from the Director of Residence Life. The following guidelines are required for safety reasons and to prevent damage to the walls, floor, ceiling, and furnishings of the room.

Construction of wooden items in residence hall rooms may be authorized during the academic year only under the following conditions:

1. Residents must receive written permission from the Director of Residence Life before construction may take place.

2. Both residents of the room must agree to the construction.

3. No power tools may be used inside the residence halls.

4. Residents are responsible for missing furniture and for any damage to the room, building, or furnishings, (beds, chair, desks, etc.) as a result of the construction.

5. The room furnishings—desks, dressers, chest of drawers, etc.—may not be used to support or secure any wooden structure.

6. No part of the construction may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. All units must be free-standing.

7. All wooden construction must be removed and the regular room furniture arranged in the same order as when the residents first moved into the room no later than commencement.

8. Any horizontal surface area exceeding 20 square feet must be at least 36 inches from the ceiling

9. The total horizontal surface area of a structure used for sleeping purposes may not exceed more than one-half of the total floor surface.

10. Sleeping structures using 2x4's for vertical support must have at least two diagonal support braces attached from each vertical support post to the upper horizontal support beam or surface area.

11. No item may be constructed so as to completely obstruct any direct access to the hall door or windows so that evacuation is convenient in case of fire.

12. Any structures left in the residence halls after commencement will become the property of Queens College.

Long Dorm (Showers)

Long Hall is built in a suite style arrangements with occupants of two rooms sharing a bathroom. Due to the structure of the building, showers cannot be installed in the bathrooms in Long without major renovation. Students are not allowed to install showers in these rooms.

Maintenance

A student should report to a member of the residence hall staff any repair work needed in her room or residence hall.

Open Visitation

Male visitors are allowed to visit in a student's room in Belk, Harris

16
MONDAY

17
Faculty Recital, 8:15 p.m., Dana Auditorium
TUESDAY

18
WEDNESDAY

19
Chapel, 9:30 a.m., Belk Chapel
THURSDAY

20
Student Recital, 2 p.m., Dana Auditorium
FRIDAY

21
SATURDAY

22
Easter Sunday
SUNDAY

or Wallace Residence Halls Friday and Saturday between the hours of 12 noon and 1:30 a.m. and Sunday from 12 noon until 7 p.m. Male visitors may visit during these hours provided that (1) the Queens student signs her guest in at the desk in the lobby upon his arrival and out when he leaves the residence hall, and (2) the guest is accompanied at all times by the Queens student. Note: Students must sign-in their own visitors during visitation hours. No student may sign another student's name on the sign-in register.

Men's restrooms are located in the lobby areas of Harris and Wallace residence halls. One restroom in Belk is designated as the men's restroom during visitation hours. Men should use these designated facilities only.

Seniors living in Long Residence Hall may have male guests in their rooms between the hours of 6 a.m. and 11:30 p.m. Sunday through Thursday and from 6 a.m. until 1:30 a.m. Friday and Saturday provided that the male guest is escorted in the halls at all times by a Queens student.

Family Visitors

Family members are always welcome in the residence halls. However, when visitation hours are not in effect, male family members must be escorted to the student's room by the student and a Resident Assistant. The Resident Assistant must also escort them back to the lobby when they leave. During visitation hours, male family members must sign-in according to the visitation policy.

Opening, Closing Hours

The residence halls are unlocked at 6 a.m. daily. They are locked at 12 midnight Sunday through Thursday and at 2 a.m. Friday and Saturday nights.

Any student without self-limiting hours may not leave the residence hall after closing or before opening. In special cases, a student may obtain permission from her resident director to leave the building early.

Any student who wishes to enter a locked residence hall must go by the Public Safety office and sign in. A Public Safety Officer will escort her to her building. Any student who enters a locked residence hall after closing hours without a Public Safety officer or lets someone into the building will be turned in to the Dormitory Council.

Transferring

Any student may transfer from one building on campus to another after closing hours. In order to transfer, the student must call the Public Safety office from the building she is in to notify the office of the transfer. The student must then sign-in at the Public Safety office and be escorted to her building by an officer.

Overnights, Weekends

An overnight consists of an absence from campus beginning a residence hall closing and going beyond 6 a.m. of the following day. A weekend consists of Friday and Saturday nights. During the week (Sunday through Thursday) all students, except first term freshmen and those who do not have self-limiting hours, may spend the night away from campus if they have their parents permission. A student must have been given self-limiting hours by her parents or be 21 years of age in order to spend weeknights away from campus. First-term freshmen and upperclassmen without self-limiting hours may spend

23 MONDAY

Easter Break

24 TUESDAY

Awards Day, 9:20 a.m., Dana Auditorium
Movie, "French Lieutenant's Woman," 8 p.m., Dana 106

25 WEDNESDAY

Movie, "French Lieutenant's Woman," 8 p.m., Dana 106
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
Spring Drama Production

26 THURSDAY

Chapel, 9:30 a.m., Belk Chapel
Spring Drama Production

27 FRIDAY

Moms Weekend
Spring Drama Production

28 SATURDAY

Moms Weekend
Spring Drama Production

29 SUNDAY

Chapel
Moms Weekend
Spring Drama Production

weeknights away from campus only with special permission from their parents. All students may spend an unlimited number of weekend nights off campus.

Overnight Guests

Resident students must register all overnight guests with their resident assistant or resident director. This regulation allows the director to notify the guest in case of an emergency and to be aware of her presence in case of fire, etc. Every guest is expected to follow the same rules as those set for her Queens hostess. The Queens student will be charged with any violation committed by her guest.

Guests may stay on campus two consecutive nights free of charge if they register. There will be a $3 charge for unregistered guests and guests staying on campus for more than two nights.

Painting of Rooms

The residence hall staff and maintenance department will determine which residence hall rooms need painting during the summer. Maintenance personnel will do all painting. A student will be charged only if she wants a room painted, in which case the charge will be $50.

Pets

Except for small fish and turtles no pets of any kind are permitted in the residence halls at any time. Violation of this regulation will result in a fine of $10 for each day or any portion of a day an animal is in a residence hall. Fines are to be paid to the Resident Director of the building in which the violation occurs. An animal may be removed from a student's room without notification.

Places of Worship

Many of the churches below are within walking distance of the campus. In all cases the church listed is the one of its denomination which is closest to the college. The college chaplain will be happy to provide further information on local places of worship.

Baptist
Myers Park Baptist,
1900 Queens Road

Catholic
St. Patrick's Cathedral,
1621 Dilworth Road, East

Church of Christ
Church of Christ,
4900 Providence Road

Episcopal
Christ Church,
1412 Providence Road

Greek Orthodox
Greek Orthodox Cathedral,
600 East Boulevard

Jewish
Temple Beth El,
1727 Providence Road

Lutheran
St. Mark's Lutheran,
1001 Queens Road

Methodist
Myers Park United Methodist,
1020 Providence Road

Moravian
Little Church on the Lane,
528 Moravian Lane

Presbyterian
Myers Park Presbyterian,
2501 Oxford Place

Society of Friends (Quaker)
Charlotte Friends Meeting,
2327 Remount Road

Property Insurance

The college insurance program is designed to provide protection for college property and does not

30
MONDAY

1
TUESDAY

2
Movie, "The Graduate," 8 p.m., Dana 106

WEDNESDAY

3
Chapel, 9:30 a.m., Belk Chapel
Movie, "The Graduate," 8 p.m., Dana 106

THURSDAY

4
Student Recital, 2 p.m., SLRH
May Day Informal Dance, 9 p.m., Morrison Dining Hall

FRIDAY

5
May Day Presentation
May Day Formal Dance, 9 p.m., Morrison Dining Hall

SATURDAY

6
May Day Lawn Concert, 2 p.m., Morrison Quad

SUNDAY

include the personal property of students or others. It is suggested that students and their parents review their insurance plans to be sure coverage is extended to include personal effects while at college.

Quiet Hours

Campus quiet hours are to be observed Sunday - Thursday, from 11 p.m. - 7 a.m. Freshmen are to observe additional quiet hours Sunday - Thursday, 7 - 10 p.m.

Quiet hours acknowledge the right of each student to study and sleep in her residence hall room with a minimum amount of disturbance. Students are asked to be considerate of others at all times.

Any residence hall wishing to extend quiet hours may do so by a vote of the resident students.

Refrigerator Rentals

A limited number of small refrigerators are available for rent on a first-come basis. Refrigerators rent for $5 per month. A $10 deposit also is required. The deposit will be refunded if the refrigerator is cleaned properly and turned in according to instructions.

Refrigerator rental is handled by the Director of Residence Life.

Resident Assistants

Student resident assistants live on each floor of the residence halls. They are employed by the college to be of service to students and to assist in the smooth operation of each building.

Resident assistants are selected during Term II for the following year. The selection committee is made up of students and student affairs staff. Students interested in becoming resident assistants should talk with the Director of Residence Life early in Term II.

Room Assignments

Room assignments for the following academic year are made each spring by the Director of Residence Life. To be eligible to sign up, a student must pay a $150 room reservation fee in the Business Office. This fee is not refundable after May 1 and is credited to the room payment for the next year.

Procedures for room sign-ups will be announced in advance of the room deposit deadline in the spring.

Room Keys

Each student is issued a key to her residence hall room at the time she checks in. If the room key is lost, the student may request a replacement key in the Student Affairs office for which she will be charged $1. Any student failing to return her key when she checks out of a residence hall room will be charged $5.

Each time a student locks herself out of her room and must be let in by a residence hall staff member, a fine of 50 cents will be collected and placed in the residence hall social fund. At no time will one student be let into another student's room by a residence staff member without specific permission from the resident of the room.

Room and Roommate Changes

All room and roommate changes are to be approved by the Director of Residence Life. Requests forms for making room and roommate changes, available in the Student

7
MONDAY

8
Faculty Recital, Chamber Music, 8:15 p.m., SLRH
TUESDAY

9
WEDNESDAY

Chapel, 9:30 a.m., Belk Chapel
Classes End
10
THURSDAY

Reading Day
11
FRIDAY

Examinations Begin
9 a.m. — Exams for MWF 12 noon classes
2 p.m. — Exams for MWF 11 a.m. classes
12
SATURDAY

13
Mother's Day
SUNDAY

Affairs Office, must be completed and turned in before any changes will be approved. When such a change is made, the student or students moving must follow all regular check-in and check-out procedures. Students making unapproved room or roommate changes will be charged $20.

Room Damage Deposit

A room damage deposit of $50 is required of each student living in a residence hall. When a student leaves the residence hall permanently, the deposit will be refunded to her with interest, less the cost of any damages.

Search and Seizure

Entry by College residence hall staff into occupied rooms and storage rooms in residence halls, and in student cars, is divided into three categories: inspection, search and emergency.

Inspection: Inspection is entry into an occupied room in order to determine the health and safety conditions of the room, to check the physical condition of the room, to make repairs on facilities, or to perform janitorial operations. Scheduled inspections by off-campus authorities shall be preceded, if possible, by 24 hours' notice to the students.

During the inspection, there will be no search of drawers, closets or personal belongings.

Search: Search is the entry into an occupied room for the purpose of investigating suspected violation of the campus regulations and/or city, state, or federal law. Legal search warrants issued by state courts will be served as directed by the warrants. Every effort will be made to have a representative of the Dean of Student Affairs accompany the officers and observe the search. College personnel will not enter a room for purposes of search without permission from the resident(s) or prior permission from the Dean of Student Affairs or residence hall director. Any search must be verified in writing to the student(s) by the person receiving permission to search.

A request for permission to search may be made by the residence hall staff when reasonable cause exists to suspect that a violation is occurring or has occurred. There must also be at least two people present during the search.

A copy of the authorization form must be presented to the resident(s) or left in the room if the resident(s) are absent. The authorization form shall list reasons for search and items sought. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

Emergency: An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself.

Self-Limiting Hours

Self-limiting hours permit students to leave the residence hall after closing or to return to the residence hall between closing and 6 a.m. A return after 6 a.m. is considered an overnight.

All students, with the exception of first-term freshmen, are eligible for self-limiting hours. Students under 21 years of age must have parental approval on file in the Student Affairs office. Approval forms are sent to students and their parents after first term of the freshmen year.

First-term freshmen must be in the residence hall by midnight,

14 MONDAY

a.m. — Exams for MWF 9 a.m. classes
p.m. — Exams for TTh 11:40 a.m. classes

15 TUESDAY

a.m. — Exams for MWF 10 a.m. classes
p.m. — Exams for TTh 10:20 a.m. classes

16 WEDNESDAY

a.m. — Exams for MWF 8 a.m. classes
p.m. — Exams for MW 1:40 p.m. classes

17 THURSDAY

a.m. — Exams for TTh 1:40 p.m. classes 12-2
p.m. — Exams for TTh 8 a.m. classes
Examinations End

18 FRIDAY

Baccalaureate, 4 p.m., Belk Chapel

19 SATURDAY

Commencement Exercises, 10 a.m., Dana Auditorium

20 SUNDAY

Sunday - Thursday, and by 2 a.m. Friday and Saturday nights. No exceptions will be made unless an emergency arises. The Office of Student Affairs will not accept telephone calls from parents permitting a student to return after hours except in such emergencies.

Single Rooms

A limited number of rooms may be designated as private rooms depending on college enrollment. A student may request assignment to a private room. Priority for private rooms is based on seniority and the lottery number drawn. An additional fee of $137.50 per term is charged for a single room if it is requested and assigned. If a student occupies a single room for less than a full term, the fee will be pro-rated at $8.60 per week. A first-term freshman or transfer will not be charged for a single room if she is assigned one without having requested it.

One week after classes begin each semester, each student in a single room who did not request it will be given the opportunity to move in with another student or to have another student move in with her. If she remains in the room by herself, she will be charged the the single room fee of $8.60 per week for the remainder of the term. A student whose roommate moves and who is willing to accept another roommate, but where no assignment can be made, will not be billed the additional charge.

Storage

Storage areas are available in all residence halls. Trunks, luggage and other items may be kept during both the school year and the summer months. Each storage area is kept locked. When a student wishes to remove an item from the storage room, a residence hall staff member will unlock th room for her. All items which c be stored must be kept in the storage rooms and not in the hal lounges, or study rooms. Storag items should be tagged with the student's name and room numbe and the date placed in storage.

The college assumes no responsi- bility for items in storage. If items are left in storage more than one calendar year, they be- come the property of Queens College.

Sunbathing

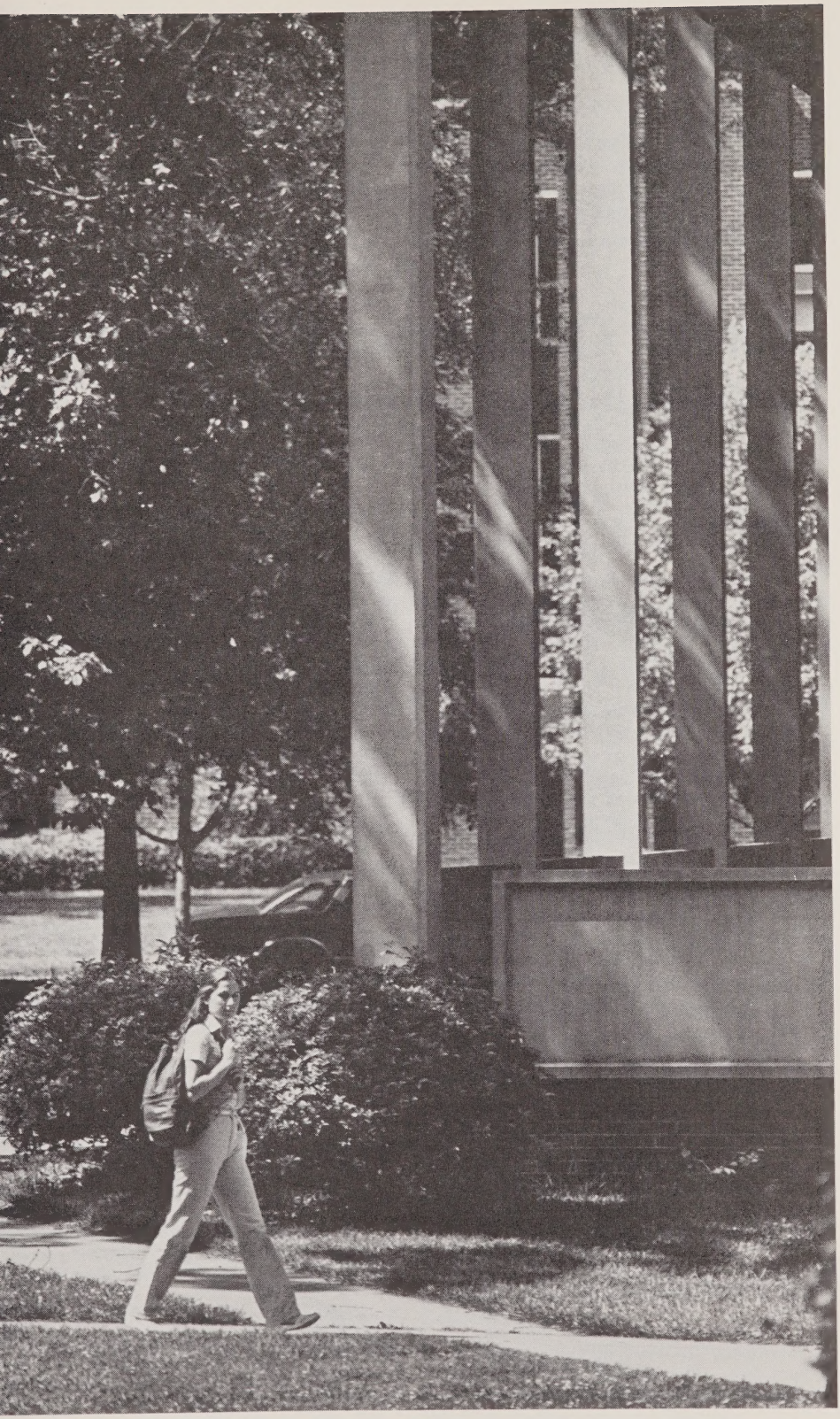
A patio in Harris Hall and a cor course by Long Hall provide are for sunbathing. All sunbathing apparel is restricted to these areas on the back campus.

Telephones

Campus telephones are provided each residence hall for local and on-campus calls.

Pay telephones are available in residence halls for long distance calls.

Students may have private tele- phones installed in their rooms; however, the college accepts no responsibility for the installatio billing or disconnection of tele- phones. All arrangements for telephones are to be made betwe the student and Southern Bell Telephone Co. It is the responsi bility of each student to be prese when her telephone is installed, repaired or disconnected. The di connection of private telephones must be completed prior to resi- dence hall check-out at the end of the year.



Appendix

This appendix to the Queens College Student Handbook for 1983-84 includes the constitution for the Student Government Association and complete parking and automobile regulations.

Student Government Association Constitution and By-laws

Article I

Name

The name of this organization shall be the Queens College Student Government Association.

Article II

Purpose

The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of student rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences.

Article III

Membership

All undergraduate students on matriculation to the College of Arts and Sciences acknowledge their membership in the Student Government Association.

Section A. Rights of Members. Members of the Association have the following rights:

1. to attend meetings of the Senate,
2. to vote in all Student Government Association elections pertaining to their academic class or place of residence,
3. to contest an election, (see, SGA By-Laws, Article I)
4. to petition the Senate, (see SGA By-Laws, Article II)
5. to initiate legislation, (see SGA By-Laws, Article III)
6. to challenge the decisions of the Senate, the Honor Council, or the Dorm Council, (see SGA By-Laws, Article IV) and
7. to propose amendments to the Studen Government Association Constitution and By-Laws, (see Article XVII).

Article IV

Finances

Section A. Source of Funds. The source of funds for the Student Government Association shall be the activities fees paid by its members, which are included in the tuition fees collected by the College, and duly set aside for the Student Government Association by the College Comptroller.

Section B. Budget Committee. The Budget Committee of the Association shall determine, on an annual basis, the allotment of funds to the four branches of the Association and to other clubs and organizations that are eligible for such funding.

1. The Student Government Association Treasurer shall serve as Chairwoman o the Budget Committee. She shall have the following duties:

a. to call all meetings of the Committee,

b. to oversee communication between th Committee and all student organizations that are eligible for Student Governmen Association funding,

to appoint from among the elected embers a Co-Chairwoman who shall sist her in representing the Committee the organizations of the Student overnment Association,

to receive from the College Comptrol- the number representative of the total dget of the Association,

to receive budgets from organizations siring funds,

to present, in written form, the Com- ittee's decisions on funding for all ganizations to those organizations and the Executive Committee,

to make copies of the final budget ailable to all members of the Asso- ation.

There shall be four elected members the Budget Committee. Members must eligible to represent the College and ay be from any academic class. Mem- rs may hold other elected offices, ovided those offices are not of an ecutive nature.

ection C. Dispensation of Funds. nnual budget allocations shall be de- rmined by the Student Government ssociation Budget Committee. To appeal e Budget Committee's decision, organi- tions of the Association may petition e Senate. The Senate shall then re- aluate the Budget Committee's decision nd may alter the allocation of funds to l organizations. The Senate's decision all be final.

ection D. Use of Funds. Inappropriate se of funds shall include the following:
Purchase of alcoholic beverages.
Sponsoring of events to which attend- ance is not open to all members of the ssociation without prior approval of e Senate.

rticle V

rganizations of the Association

he Student Government Association all encompass four branches of govern- ent. Branch responsibilities and names all be as follows:

ection A. Executive Committee. The xecutive Committee shall serve as a aison between the Student Government ssociation and the College administra- on and faculty. Also, the Executive ommittee shall serve to facilitate com- unication and cooperation among the our branches of the Student Govern- ent Association.

ection B. Legislative Branch. The egislative authority and responsibility f the Association shall be vested in the enate.

ection C. Judicial Branch. The judicial uthority and responsibility of the Association shall be divided between the Honor Council and the Dorm Council as specified in their respective statements of purpose.

Section D. Activities Branch. The programming authority and responsibility of the Association shall be vested in the College Union and its Board of Directors.

Section E. Publications Branch. The authority and responsibility for student publications shall be vested in the Publications Board.

Article VI

Officers of the Association

The Student Government Association shall have four executive officers: President, Vice President, Treasurer, and Secretary. These officers each must have a cumulative grade point average of at least 2.5 and be eligible to represent the College. (See Student Handbook, Eligibility to Represent the College.).

Section A. President. The President, who shall be a senior (except in case of mid-term succession) who has been a member of the Association for at least two semesters prior to her campaign for office, shall have the following duties:

1. to call, plan the agenda for, and preside over any meeting of the Association.

2. to serve as the official representative of the Student Body of the College of Arts and Sciences.

3. to serve as President of the Senate (see Article VIII).

4. to serve as Chairwoman of the Student Government Association Executive Committee (see Article VII).

5. to serve as Chairwoman of the Appeals Board (see Article XI).
6. to be familiar with the Constitution of this Association and its By-laws

Section B. Vice President. The Vice President, who shall be a junior or a senior, shall have the following duties:

1. to accept the responsibilities of the President in case of her absence.

2. to serve as Vice President of the Senate (see Article VIII).

3. to serve as Vice Chairwoman of the Student Government Association Executive Committee (see Article VII).

4. to serve as Chairwoman of the Student Government Association Elections Committee.

5. to serve as a member of the Appeals Board (see Article XI).

6. to be familiar with the Constitution of this Association and its By-laws.

Section C. Treasurer. The Treasurer, who shall be a junior or senior, shall have the following duties:

1. to act as the Financial Officer of the Student Government Association.

2. to serve as Chairwoman of the Student Government Association Budget Committee.

3. to serve as Treasurer of the Senate (see Article VIII).

4. to serve as a member of the Student Government Association Executive Committee (see Article VII).

5. to serve as a member of the Appeals Board (see Article XI).

6. to be familiar with the Constitution of this Association and its By-laws.

Section D. Secretary. The Secretary, who shall be a sophomore, junior, or senior, shall have the following duties:

1. to keep in permanent form, minutes of any meetings of the Association.

2. to attend to any official correspondence of the Student Government Association.

3. to serve as Secretary of the Senate (see Article VIII).

4. to serve as Secretary of the Appeals Board (see Article XI).

5. to be familiar with the Constitution of this Association and its By-laws.

Section E. Elections. Elections for the offices of President, Vice President, Treasurer, and Secretary of the Student Government Association shall be held during Phase I of the Student Government Association elections.

Article VII

Executive Committee

Section A. Name. The name of this organization shall be the Student Government Association Executive Committee.

Section B. Purpose. The purpose of the Student Government Association Executive Committee shall be to provide open lines of communication among the four branches of the Student Government Association and to promote a spirit of unity and common purpose throughout the whole of the Student Government Association. The Committee shall serve as a liaison between the College administration and faculty and the members of the Student Government Association.

Section C. Members and Their Duties. The Student Government Association Executive Committee shall have eight student members.

1. Members shall be:

a. the President of the Student Government Association, who shall serve as Chairwoman,

b. the Vice President of the Student Government Association, who shall serve as Vice-Chairwoman,

c. the Treasurer of the Student Government Association,

d. the President of the Honor Council,

e. the President of the Dorm Council,

f. the President of the College Union Board of Directors,

g. the Treasurer of the College Union Board of Directors,

h. the President of the Publications Board.

2. The Chairwoman shall have the responsibility to call, plan the agenda for, and preside over all meetings of the Committee.

3. The Vice Chairman shall assist the Chairwoman in fulfilling her duties, and shall assume the duties of the Chairwoman in case of her absence.

4. The Secretary shall be selected by the Committee from among its elected members at its first meeting following Phase I elections. The Secretary shall have the following duties:

a. to keep, in permanent form, the minutes of all meetings,

b. to distribute at each meeting, copies of the minutes from the previous meeting to the members of the Committee,

c. to attend to any official correspondence of the Committee.

5. Members of the Executive Committee shall be responsible for attending all meetings of the Committee, and bringing to the Committee reports on the activities, concerns, and finances of their respective branches of student government.

Article VIII

Legislative Branch—Senate

Section A. Name. The name of this organization shall be the Queens College Senate.

Section B. Purpose. The purpose of this organization shall be to provide the students of Queens College with a body suited for handling the legislative concerns of the Student Government Association. Furthermore, it shall be the responsibility of the Senate to pursue the legislative interests of the Student Body, concerning both on-campus policy that relates to student life and state and local political issues that are of interest to Queens students. The Senate shall be that organization of the Association which most accurately represents, on a

merical basis, the different sectors the Association's membership.

ction C. Members, Their Qualifications d Duties. Membership on the Senate all consist of 18 members of the ssociation and one faculty adviser.

Qualifications of Student Members: udents serving on the Senate must ve a cumulative grade point average at least 2.5 and be eligible to represent e College. (See *Student Handbook,* igibility to Represent the College.)

President. The President, who shall the President of the Student Govern- en Association, shall have the following ties:

to call, plan the agenda for, and pre- de over all meetings of the Senate.

to confer with the President of the llege, the Dean of the College, and the ean of Student Affairs when necessary.

to be responsible for the coordination all ad hoc and appointed Senate mmittees.

to be responsible for the participation Queens students in legislative matters the local, state, and national levels.

to be the main point of contact for embers of the Association desiring gislative action with regard to student fe.

Vice President. The Vice President, no shall be the Vice President of the udent Government Association, shall ve the following duties:

to assist the President in the execution her duties and to preside at meetings the Senate in the absence of the esident.

to serve as Senate Parliamentarian.

Secretary. The Secretary, who shall the Secretary of the Student Govern- ent Association, shall have the follow- g duties:

to keep, in permanent form, minutes all Senate meetings.

to attend to any official correspond- ce of the Senate.

to give members written notice of any lled meetings at least 24 hours prior such a meeting.

Treasurer. The Treasurer, who shall the Treasurer of the Student Govern- ssociation, shall have the following ties:

to act as the financial officer of the nate.

to supervise a record of all financial ansactions of the Senate.

to serve as financial recorder for all oups affiliated with the Student Gov- nment Association that do not fall der the leadership of the College nion Board of Directors.

Senators.

a. Senators shall fall under three categories, each having equal importance.

The first category shall be Senators who are representative of their constituents' academic classification. These are *Class Presidents.*

The second category shall be Senators who are representative of their constiuents' place of residence. These are *Dorm Representatives* and *Day Student Representatives.* (the New Dimensions Club President represents a specific sector of the overall Day Student population.) The number of Senators who represent a given dorm or the Day Student population shall be determined as follows: There shall be one representative for every 66 students. If 66 does not divide evenly into the number of a given population and the remainder is greater than 33, an additional representative shall be added for that population. Every dorm shall have at least one representative even if there are fewer than 66 members of the Association living in that dorm.

The third category of Senators shall be those who are appointed to their positions by the Senate. There are *Faculty Committee Representatives.*

b. All Senators shall have the following duties:

1. to attend all meetings of the Senate.

2. to serve as a member of any ad hoc or appointed committee as deemed necessary by the President.

3. to fulfill tasks assigned in carrying out Senate business.

4. to be familiar with the Constitution and By-laws of the Queens College Student Government Association.

7. Adviser. The adviser, who shall be a member of the Queens College Faculty and may serve for more than one term, shall have the following duties:

a. to attend all meetings of the Senate.

b. to appoint a substitute Adviser should he or she be absent from a meeting.

c. to bring to the Senate any pertinent information and insights which his/her position affords him/her.

d. to be familiar with the Constitution and By-laws of the Queens College Student Government Association.

Section D. Termination of Membership.

1. Resignation of Members. Any member who finds it necessary to resign her position on the Senate must submit a written resignation to the Senate two weeks prior to the date she wishes the resignation to become effective. The Senate may decide, by a simply majority vote, to suspend the required two-week notice.

2. Release of an Officer or Senator. A member of the Senate may be considered

for release from the Senate if her conduct or attitudes are contrary to the duties of the Senate.

a. Improper conduct and attitude shall be defined as any actions which render a student ineligible to represent the college. (See *Student Handbook*, Eligibility to Represent the College.)

b. Negligence of duties shall be defined as more than two unexcused absences from Senate meetings and/or failure to complete tasks assigned in carrying out Senate business.

c. If a member's service to the Senate is questioned by a simple majority of the Senate, she will be asked to appear before the Senate to state her case at the next scheduled meeting.

d. To terminate a member's service to the Senate, a simple majority vote of the Senate or of that member's constituents shall be required after that member's case has been heard.

e. The member being considered for release will be notified in writing of the Senate's decision within 48 hours of the Senate's vote.

3. Replacing a Senator. On resignation or release of a Senator, a new one will be elected from among the members of the Association by the members of the Senate.

4. Replacing an Adviser. On resignation or release of the Adviser, a new Adviser will be elected according to Section H of this article of the SGA Constitution.

Section E. Voting. All members of the Senate, including the Adviser shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Senate shall be 13 members (two-thirds), including the President and the Adviser. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held no less than twice monthly and when the President deems it necessary to have a called meeting.

1. All meetings of the Senate shall be open to members of the Association, except when the Senate feels the need to enter Executive Session. The Senate may enter Executive Session by a two-thirds majority vote of the members present. While in Executive Session, only the voting members of the Senate shall be allowed in the meeting room.

2. Special meetings shall be called to discuss business not covered at the regular meeting or to discuss termination of membership.

3. Special meetings shall be called by the President. The Secretary shall notify members of the details of the meeting place and time no less than 48 hours prior to the meeting.

4. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for offices of the Senate shall be held according to the specifications of the Student Government Association By-laws.

1. Elections for the offices of Sophomore Class President, Junior Class President, and Senior Class President shall be held during Phase II of the Student Government Association elections.

2. Elections for the offices of Long Dorm Senator, Belk Dorm Senator, Wallace Dorm Senator, Harris Dorm Senator, Seat #1, and Seat #2, Day Student Senator Seat #1, to be filled by the President of Delta Sigma Alpha, Day Student Senator Seat #2, to be filled by the President of the New Dimensions Club, Day Student Senator Seat # 3, to be filled by any day student elected at large, and Freshman Class President shall be held during Phase III of the Student Government Association Elections. (The number of representatives for each population is based on the population figures of 1983, and Section C. of this Article.)

3. The selection of an Adviser for the Senate shall take place within four weeks after Phase II Elections. The Senate shall select an Adviser from among the members of the Faculty of the College of Arts and Sciences by a simple majority vote of the members of the Senate.

Article IX

Honor Council

Section A. Name. The name of this organization shall be the Queens College Honor Council.

Section B. Purpose. The purpose of the Honor Council shall be to investigate and act upon any alleged violations of the Honor Code that involve lying, cheating, or stealing. The Honor Council shall hear any cases where the alleged violation is punishable by state law. The Honor Council shall hear all cases referred to it by the Dorm Council or the Dean of Student Affairs. The Honor Council shall act as the Board of Final Appeal for all appealed Dorm Council decisions.

Section C. Members, Their Qualifications and Duties. Membership on the Honor Council shall consist of eight members of the Association and two faculty advisers.

1. *Qualifications of Student Members.* Students serving on the Honor Council must have a cumulative grade point average of at least 2.5 and be eligible to represent the college. (See *Student Handbook,* Eligibility to Represent College.) All members must maintain conduct and attitudes consistent with the purpose of the Honor Council.

2. *President.* The President, who shall be a senior (except in case of mid-term succession), shall have the following duties:

a. to call and preside over meetings of the Honor Council.

b. to set in motion an investigating committee in cases where it is deemed necessary, including all violations of an academic nature.

c. to confer with the Dean of Student Affairs whenever necessary.

d. to serve as a member of the Appeals Board.

e. to represent the Honor Council on the Student Government Association Executive Committee.

f. to prepare, in conjunction with the Secretary the Honor Council's annual budget.

g. to confer regularly with the Dorm Council President.

h. to be familiar with this article of the Student Government Constitution, the Honor Council By-laws, and the Judicial Process as outlined in the *Student Handbook.*

3. *Vice President.* The Vice President, who shall be a junior or senior, shall have the following duties:

a. to assist the President in the execution of her duties and to preside at meetings of the Council in the absence of the President.

b. to serve, in the absence of the President, as a member of the Appeals Board.

c. to give written notice to any alleged violator of her required attendance at an Honor Council meeting at least 48 hours prior to that meeting. This notice must be delivered in person, and a statement must be signed by the alleged violator and the Vice President indicating that the notice has been received. The 48 hour notice may be waived via a statement signed by the alleged violator and the Vice President.

d. to serve as Chairwoman of any investigating committee, except when otherwise designated by the President of the Council.

e. to give, in written form, the names of the alleged violators to the President, Secretary, and Advisers at least 24 hours prior to the meeting at which these alleged violators will appear.

f. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

4. *Secretary.* The Secretary, who shall be a sophomore, junior, or senior, shall have the following duties:

a. to keep in permanent form, minutes of all meetings of the Council.

b. to give to the Dean of Student Affairs, the Honor Council President, and the Dorm Council President a written copy of any decisions which must be placed in a student's permanent file.

c. to give members written notice of any called meetings at least 24 hours prior to the meeting.

d. to handle financial transactions for the Council when necessary, and to consult with the President about the Council's financial matters.

e. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

5. *Class Representatives.* Class representatives shall be elected from each of the sophomore, junior, and senior classes to serve as members of the Honor Council. These representatives shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

c. to chair an investigating committee if so requested by the President.

d. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications).

e. to fulfill all tasks assigned in carrying out Honor Council business.

f. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

6. *Qualifications of Adviser.* The Adviser must be a member of the Queens College Faculty and must maintain conduct and attitudes that are consistent with the purpose of the Honor Council.

7. *Council Appointed Adviser.* One Adviser shall be selected by the President of the Honor Council in consultation with the Dean of Student Affairs and the Honor Council members. The Adviser, who may be selected for more than one term, shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to appoint a substitute Adviser should he or she be absent from a meeting.

c. to advise the President on matters of procedure.

d. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President.

f. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications.)

g. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

8. *Faculty Appointed Advisers.* The faculty shall choose two advisers to serve on the Honor Council. One of these advisers shall serve only as an alternate. These advisers shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to serve as a liaison between the Honor Council and the Faculty.

c. to advise the President on matters of procedure.

d. to serve as a member of any investigating committee if so requested by the Vice President, and to complete any assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President.

f. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications.)

g. to be familiar with this article of the Student Government Association Constitution, the Honor Council B-Laws, and the Judicial Process as outlined in the *Student Handbook.*

Section D. Termination of Membership.

1. *Resignation of Officers.* An officer who finds it necessary to resign her office must submit a written resignation to the Council two weeks prior to the date she wishes the resignation to become effective. The Council may decide, by simple majority vote, to suspend the required two-week notice.

2. *Resignation of Class Representatives or the Adviser.* Any class representative or Adviser who finds it necessary to resign her or his position must submit a written resignation to the President at least two weeks prior to the date she or he wishes the resignation to become effective. The Council may decide, by simple majority vote, to suspend the required two-week notice.

3. *Release of an Officer, Class Representative, or Adviser.* A member of the Honor Council may be considered for release from the Council if her or his conduct or attitudes are contrary to the purpose of the Honor Council and/or if she or he becomes negligent of his or her duties of the Council.

a. Improper conduct and attitude shall be defined as any actions which render a student ineligible to represent the college. (See *Student Handbook,* Eligibility to Represent College.)

b. Negligence of duties shall be defined as more than two unexcused absences from Council meetings and/or failure to complete tasks assigned in the carrying out of Council business.

c. If a member's service to the Council is questioned by a simple majority of the Council, she or he will be asked to appear before the Council to state her or his case at the next scheduled meeting.

d. Termination of a member's service to the Honor Council shall require a simple majority vote of the Council after that member's case has been heard.

e. The member being considered for release will receive written notification of the Council's decision within 48 hours of the Council's vote.

4. *Replacing an Officer.* On resignation of the President, Vice President, or Secretary, a new officer will be elected from the remaining members of the Council by a simple majority vote. Should no member of the Council wish to fill the vacant office, the Council will announce the vacancy to the Association, take applications for the position, and elect a new officer from among the applicants.

5. *Replacing a Class Representative.* On resignation of a class representative, a new class representative will be elected by the Council from among the Association.

6. *Replacing an Adviser.* On resignation of an Adviser, a new Adviser will be selected according to Article IX, Section C, Numbers 7 and 8.

Section E. Voting. All members of the Honor Council, including the Advisers, shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Honor Council shall be seven members including the President and both Advisers. If necessary, quorum may be adjjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held weekly and when the President deems it necessary to have a called meeting.

1. Unless otherwise publicized by the Honor Council, all meetings of the Council are closed, and all business strictly confidential.

2. Special meetings shall be called to act on student cases not heard at the regular meeting, to discuss termination of membership, to discuss business not covered at the regular meetings, or to hear appeals of Dormitory Council decisions.

3. Special meetings shall be called by the President. The President shall notify the Secretary, who will notify members as stated in her duties.

4. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for the offices of President, Vice President, and Secretary of the Honor Council shall be held during Phase I of the Student Government Association elections. The class representatives shall be elected during Phase II of these elections.

Article X

Dormitory Council

Section A. Name. The name of this organization shall be the Queens College Dormitory Council.

Section B. Purpose. The Dormitory Council shall be the daughter council of the Honor Council. The purpose of the Dormitory Council shall be to investigate and act upon any violations of residence hall regulations. Exceptions to this shall be any violations which occur in the residence hall and are punishable by state law, or any violations of the Honor Pledge. The Dormitory Council reserves the right to refer any case to the Honor Council or to the Dean of Student Affairs, either before or after hearing the case.

Section C. Members, Their Qualifications and Duties. Membership on the Dormitory Council shall consist of two officers elected from among the Association and one representative from each dormitory which houses members of the Association. The President of Delta Sigma Alpha shall serve as a member of the Council in the event that a day student should appear before the Council.

1. *Qualifications of Members.* Members of the Dormitory Council must have a cumulative grade point average of at least 2.5, be eligible to represent the college, and must maintain conduct and attitudes consistent with the purpose of the Dormitory Council. (See *Student Handbook,* Eligibility to Represent the College.)

2. *President.* The President, who shall be a junior or senior and may reside in any dormitory, shall have the following duties:

a. to call and preside over all meetings of the Dormitory Council.

b. to set in motion an investigating committee in cases where it is deemed necessary.

c. to confer with the Dean of Student Affairs whenever necessary.

d. to represent the Dormitory Council on the Student Government Association Executive Committee.

e. to prepare, in conjunction with the Vice President and the Honor Council President, the Dormitory Council's annual budget.

f. to serve as a non-voting member of the Honor Council when it meets to hear an appeal of a Dormitory Council decision. She reserves the right to appoint a substitute from among the Dormitory Council members to represent the Dormitory Council at such an Honor Council meeting.

g. to confer regularly with the Honor Council President.

h. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

3. *Vice President.* The Vice President, who shall be a junior or senior and may reside in any dormitory, shall have the following duties:

a. to assist the President in the execution of her duties.

b. to assume the responsibilities of the President in case of her absence.

c. to give written notice to any alleged violator of her required attendance at a Dormitory Council meeting at least 48 hours prior to that meeting. This notice may be delivered in person or be mailed.

d. to serve as Chairwoman of any investigating committee when so requested by the President.

e. to give, in written form, the names of the alleged violators to the President at least 24 hours before the meeting at which these alleged violators will appear.

f. to administer automatic penalties to first-time violators of curfew regulations.

g. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

4. *Secretary.* The Secretary shall not be considered an officer of the Dormitory Council and shall be elected from among the dormitory representatives by the Dormitory Council members. The Secretary shall have the following duties:

a. to keep, in permanent form, the minutes of all Dormitory Council meetings.

b. to give a complete copy of the minutes of each meeting to the Dormitory Council

President, the Honor Council President and the Dean of Student Affairs no later than 24 hours after each meeting.

c. to give members written notice of any called meeting at least 24 hours prior to such a meeting.

d. to handle financial transactions for the Council when necessary, and to consult with the President about the Council's financial matters.

e. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

5. *Dormitory Representatives.* Dormitory Representatives shall have the following duties:

a. to attend all meetings of the Dormitory Council.

b. to serve as a member of any investigating committee, if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

c. to chair an investigating committee if so requested by the President.

d. to fulfill all tasks assigned in carrying out the business of the Dormitory Council.

e. to be familiar with this article of the constitution, the By-Laws of the Dormitory Council, and the Judicial Process as outlined in the *Student Handbook.*

Section D. Termination of Membership. Termination procedures for members of the Dormitory Council shall be the same procedures used for the Honor Council. See Article IX, Section D, Numbers 1 through 5.

Section E. Voting. All members of the Dormitory Counci shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Dormitory Council shall be four members, including the President. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held weekly and when the President deems it necessary to have a called meeting.

a. Unless otherwise publicized by th Council, all meetings of the Council are closed and all business discussed is strictly confidential.

b. Special meetings shall be called to act on cases not heard at the regular meeting, to discuss termination of membership, or to discuss business not covered at the regular meeting.

c. Special meetings shall be called by the President. The President shall notify the Secretary, who shall notify members as stated in her duties.

d. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for the offices of President and Vice President of the Dormitory Council shall be held during Phase I of the Student Government Association elections. The dormitory representatives shall be elected during Phase II of these elections.

Article XI

Judicial Branch—Appeals Board

Section A. Name. The Name of this organization shall be the Queens College Appeals Board.

Section B. Purpose. The Appeals Board shall hear and act upon all cases where an alleged violator chooses to appeal the decision of the Honor Council or the Dean of Student Affairs.

Section C. Method of Appeal. To bring her case to the Appeals Board a student must submit a written appeal of the decision rendered by the Honor Council or the Dean of Student Affairs to the office of Student Affairs within 24 hours of receiving the decision.

1. The Appeals Board shall hear and act on a case within one week of the submission of the appeal.

2. The Appeals Board may uphold or overturn the decision being appealed, as well as decrease or increase the severity of the sanction rendered.

Section D. Membership. The Appeals Board shall include four student members, and two administrators, as well as a representative from the Honor Council Membership shall include:

1. the Student Government Asociation woman.
President, who shall serve as Chair-

2. the Student Government Association Secretary, who shall serve as Secretary.

3. the Student Government Association Vice President.

4. the Student Government Association Treasurer.

5. the Dean of the College of Arts and Sciences.

6. the Dean of Student Affairs.

7. the President of the Honor Council, and/or another member of the Council appointed by her.

Section E. Voting. All members of the Board shall have one vote, except the Honor Council representative(s) who shall not vote. A simple majority of the voting members shall be necessary for the determination of the verdict and the

sanction. In the event of a tie vote, the final decision shall be made by the President of the College.

Section F. Quorum. Quorum shall be three student members, including the Chairwoman, two administrators, and a representative from the Honor Council.

Section G. Meetings. All meetings of the Appeals Board shall be called by the Chairwoman. All meetings of the Appeals Board shall be closed and all business discussed shall be strictly confidential.

Section H. Procedures. A student submitting an appeal shall be entitled to select a counselor from the student body who has the rights and privileges explained in the Honor Council By-Laws.

2. In order to protect the rights of privacy of all persons involved in the appeals case, no member of the Appeals Board and no participant in the case shall discuss the proceedings in any way outside the hearing room. Exceptions to this rule of silence shall be the student who is appealing her case and her counselor who are entitled to discuss the case between themselves.

3. Written records of all proceedings of the Appeals Board shall be kept. Complete copies shall be filed with the Dean of Student Affairs and the Dean of the College of Arts and Sciences.

Article XII

Judicial Branch—Final Appeal

Section A. Purpose. The President of the College shall hear and act upon all cases where an alleged violator chooses to appeal the decision of the Appeals Board.

Section B. Method of Appeal. To bring her case to final appeal a student must file a written appeal of her case to the Office of the President within 24 hours of receiving the decision of the Appeals Board.

Section C. Responsibilities of the President. When an appeal is filed with the President of the College, he or she shall have the following responsibilities:

1. The President of the College will notify the student of his or her receipt of her appeal within 24 hours of the submission of the appeal.

2. Within 24 hours of his or her receipt of an appeal, the President shall inform the Appeals Board and the Honor Council that the appeal has been filed.

3. The President will render a decision on the appeal within one week after he or she has acknowledged receipt of the appeal.

4. Within 48 hours of his or her decision concerning the case, the President shall send a copy of that decision to the Appeals Board and the Honor Council.

5. The President's decision is final and may not be appealed.

6. Complete copies of the President's decision shall be filed in the Student Affairs Office, the Office of the Dean of the College of Arts and Sciences, and the Office of the President.

Article XIII

Sanctions

Violations of college standards, as expressed in the Honor Code, shall be applied to social as well as academic settings. Anyone in violation of the Honor Code is on her honor to report herself in writing to an Honor Council or Dormitory Council member within 24 hours after the violation occurs. Failure of an alleged violator to present the written report of a residence hall violation shall result in that violation being automatically reclassified as a major violation. Failure of an alleged violator to present the written report of a major violation shall be taken into account when the Honor Council is determining the violator's sanction.

Section A. Residence Hall Violations.

1. Definition. Residence hall violations are defined as violations of policies set down for residence hall living (ex. limited hours, undue noise, fire drill procedures, etc.), as outlined in the *Student Handbook.* Policies determined or changed during the year will be posted on official bulletin boards in each residence hall and communicated to students in residence hall meetings.

2. Sanctions. The sanctions for residence hall violations are as follows:

a. Warning. A notice in writing that continuation of this activity will result in a more severe sanction.

b. First offense: Dormitory Council may assign weekday or weekend nights of desk duty.

c. Second offense (during academic year): Desk duty on a Friday and/or Saturday night(s).

d. Third offense: May be referred to Honor Council for continued disregard of residence hall violations or may be heard by the Dormitory Council and rendered such penalty as the Dormitory Council deems appropriate.

Note:

(1) Second and third offenses may be violations of the same or different residence hall regulations as the first offense.

(2) Desk duty assigned as a penalty does not take the place of duty on the regular rotation.

(3) Failure to sit desk duty assigned as a penalty will be a major offense.

(4) Students may be assigned desk duty in a residence hall other than the one in which they live.

(5) The Dormitory Council has original jurisdiction in cases where a student fails to abide by penalties set for residence hall violations or failing to appear when summoned by the Dormitory Council or its officials.

Section B. Major Violations.

1. Definition. Major violations are defined as those violations which:

a. involve the honor code per se: truthfulness at all times, respect for the property of others (including vandalism as well as stealing), and honesty in tests, examinations, papers, and all other academic assignments.

b. break college policies established by the Board of Trustees, i.e. the alcoholic beverage policy, the visitation policy and the drug policy.

c. are a deliberate avoidance of following established guidelines (ex. letting students into a locked building).

d. more than two violations of residence hall regulations during an acadmic year.

e. constitute any serious deviation from the standards of the College.

2. Sanctions. The sanctions for major violations are as follows:

a. Warning. A notice in writing that continuation of this activity will result in a more severe sanction.

b. Desk Duty. Additional nights of desk duty may be assigned to those persons brought before the Honor Council.

c. Social Probation:

(1) Exclusion from privileges (including having limited hours and loss of visitation privileges) as specified by the Honor Council. Students on social probation lose the privilege of transferring from building to building; they must be in their residence hall by closing hour.

(2) Seniors placed on social probation will forfeit their key to the residence hall if one has been issued.

(3) Any residence hall or major violation during a period of social probation will receive a maximum penalty up to suspension for an indefinite period.

(4) The number of weeks of social probation will be at the discretion of the Honor Council wth a minimum period of two weeks and a maximum of one year.

d. Restitution. Reimbursement for damage, defacement or misappropriation of property, whether that of the College, any member of the college community, or any guest on campus.

e. Suspension for a definite period. The student will be informed at the time of suspension when she will be eligible to return to the College.

f. Suspension for an indefinite period. Termination of student status for an unspecified period of time. The student would be able to apply for formal readmission to the College no sooner than a year from the time of suspension.

Note:

(1) The restitution sanction may be imposed either alone or in conjunction with another sanction. The Honor Council reserves the right to combine other sanctions.

(2) Academic violations of the Honor Code (cheating and intentional plagiarism) will result in suspension.

(3) Anyone on social probation for six weeks or longer, or suspended from a class or from the College is ineligible to represent the College until the sancsion is completed.

Article XIV

College Union

Section A. Name. The name of this organization shall be the College Union of Queens College.

Section B. Purpose. The purpose of this organization shall be to enhance Queens community life through co-curricular planning of cultural, social, religious, and recreational events. The College Union shall give students the opportunity to tae part in the planning, organizing, and expediting of Union sponsored events.

Section C. Membership. All members o the Student Government Association wh play an active role in the planning and carrying out of events sponsored by the Standing Committees of the College Union shall be considered members of the College Union.

Members of the Union have the followin rights:

1. to petition the Board of Directors of the College Union for action on event planning, budget decisions, and Board policy.

2. to seek appointment to positions witl in the Standing Committees and on the College Union Board of Directors.

Section D. Officers.

1. *President.* The President, who shall be a junior or senior and shall have served on the Board of Directors for or year in some capacity, shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Board and the Union.

b. to represent the Board on the Student Government Association Executive Committee.

c. to preside over committee chairwoman selections.

d. to be familiar with this article of the Constitution and the By-Laws of the College Union.

2. *Vice President.* The Vice President shall have the following duties:

a. to assist the President in fulfilling her duties.

b. to fulfill the President's duties in case of her absence, resignation, or release.

c. to assist the Secretary in maintaining contact with the campus publications about Board sponsored events.

d. to chair, possibly, one of the Standing Committees of the College Union.

e. to be familiar with this article of the Constitution and the By-Laws of th College Union.

3. *Secretary.* The Secretary shall have the following duties:

a. to record the minutes of all meetings of the Board and the Union.

b. to distribute copies of the minutes to the Board officers and to the adviser.

c. to attend to all correspondence of the Board.

d. to maintain contact with the campus publications about Board sponsored events.

e. to notify members of any special meetings of the Board.

f. to be familiar with this article of the Constitution and the By-Laws of the College Union.

4. *Treasurer.* The Treasurer shall have the following duties:

a. to plan the Board's annual budget, obtaining input from the Standing Committee Chairwomen and from the adviser.

b. to keep a permanent record of all committee expenditures.

c. to report on the Board's finances at Board meetings.

d. to represent the Board on the Student Government Association Executive Committee.

e. to be familiar with this article of the Constitution and the By-Laws of the College Union.

Section E. Standing Committees. There shall be six standing committee of the College Union. Each standing committee shall be represented on the College Union Board of Directors by its chairwoman. The committees shall be as follows:

1. *Film Committee*—to be responsible for planning and promoting the campus film series.

2. *Recreation Committee*—to be responsible for coordinating athletic activities on campus such as: intramurals, tournaments, and games.

3. *Special Events Committee*—to be responsible for sponsoring the Crime Prevention Week party, the Christmas Tree Trim in Burwell Parlors, the May Day presentations, and other holiday or special occasion events the committee chooses to sponsor. Also, the Committee shall serve as a resource committee for the class presidents in sponsoring Stunt Night, Parents Weekend, Dad's Weekend and Mom's Weekend.

4. *Social Activities Committee*—to be responsible for dance weekends, mixers, and other social events.

5. *Cultural Events Committee*—to be responsible for organizing and planning for speakers, concerts, and symposiums.

6. *Religious Life Committee*—to be responsible for all chapel services, fellowships, the Moravian Love Feast, and other religious activities within the Queens College community.

Section F. Meetings. All meetings of the College Union shall be called by the President and the Union members will be notified by the College Union Secretary.

Section G. Voting. All members of the College Union shall have one vote. The President shall vote only in th case of a tie.

Article XV

College Union Board of Directors

Section A. Name. The name of this organization shall be the College Union Board of Directors.

Section B. Purpose. The purpose of this organization shall be to direct and to represent the College Union. The Board of Directors shall oversee annual budget expenditures and requests, shall coordinate the planning and sponsorship of co-curricular activities and shall represent the Collge Union to the whole of the Student Government Association and to the Queens community.

Section C. Members, Their Qualifications and Duties. Membership on the College Union Board of Directors shall consist of 10 members of the Association and one staff adviser.

1. *Qualifications of Student Members.* Students serving on the College Union Board of Directors must have been a member of the Union for at least one semester and must be eligible to represent the college. (See *Student Handbook,* Eligibility to Represent the College.)

2. *Executive Officers.* The President, Vice President, Secretary, and Treasurer of the College Union shall be the Executive Officers of the Board of Directors. Their duties are outlined in Article XIV of this Constitution.

3. *Standing Committee Chairwomen.* The chairwomen of each Standing Committee shall, as a member of the Board of Directors, have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board all pertinent information with regard to her committee's activities, finances, and interests.

c. to serve on any ad hoc committees that are deemed necessary by the President.

d. to fulfill tasks assigned in carrying out Board business.

4. *Adviser.* The Adviser of the Board of Directors shall be the Activities Coordinator and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board such information and advice as her/his position affords her/him.

c. to assist Board members in fulfilling tasks assigned for the carrying out of Board business.

d. to assist the President with the supervision of annual appointments.

Section D. Termination of Membership.

1. *Resignation of Officers.* An officer who finds it necessary to resign her office must submit a written resignation to the Board of Directors two weeks prior to the date she wishes the resignation to becom effective. The Board may decide, by simple majority vote. to suspend the required two-week notice.

2. *Resignation of Standing Committee Chairwomen.* Any Standing Committee Chairwoman who finds it necessary to resign her position must submit a written resignation to the President at least two weeks prior to the date she wishes the resignation to become effective. The Board may decide, by a simple majority vote, to suspend the required two-week notice.

3. *Release of an Officer or Standing Committee Chairwoman.* A member of the Board of Directors may be considered for release from her position if her conduct is contrary to the purpose of the College Union or if she become negligent of the duties of her position in the College Union and on the Board of Directors.

a. Improper conduct shall be defined as violations of the College Union's purpose, Constitution, By-Laws, and/or actions which render the student ineligible to represent the college. (See *Student Handbook,* Eligibility to Represent College.)

b. Negligence of duties shall be defined as excessive lack of input into her position as defined by these By-Laws, continuous absences (three absences without excuse or alternate representation—i.e. another member of the Standing Committee), or failure to carry out tasks assigned in business of the Board of Directors.

c. If a member's service is questioned by the Board of Directors, a Standing Committee member, or the adviser, she will be asked to appear before the Board of Directors to state her case at the next scheduled meeting.

d. To terminate a member's service to the College Union, it will take a simple majority vote of the Board after that member's case has been heard.

e. The member considered for release will receive written notification of the Board's decision within 48 hours of the Board's vote.

4. *Replacing an Officer.* On vacancy of the office of President, Vice President, Secretary, or Treasurer, a new officer will be elected from among the members of the College Union.

5. *Replacing a Standing Committee Chairwoman.* On vacancy of a position as Standing Committee Chairwoman, a new Chairwoman shall be selected from among the College Union membership by the Officers of the Board and the adviser.

Section E. Voting. All members of the Board of Directors, excluding the Adviser, shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Board of Directors shall be seven members, including the President and the Adviser.

Section G. Meetings. Regular meetings shall be held as deemed necessary by the President, provided meetings are held no less than twice monthly. Special meetings shall be called by the President or by petition of 50% of the members of the Board.

Section H. Annual Appointments. All positions on the College Union Board of Directors shall be filled by in-house selection. The new Board of Directors shall be installed the first week in April or as near that week as the college calendar permits.

1. *Election of Officers.* Election of Officers shall take place no longer than one month after the beginning of Term II. The procedure shall be as follows:

a. Seniors who are members of the Board of Directors and other senior members of the Union whom the Board votes to include, shall form a nominating Committee.

This Nominating Committee shall eet and produce a slate of nominees, ith two persons nominated for each xecutive position.

This slate of nominees shall be sub- itted to the full Board at its next meet- g. At this time, any Board member ho would like to make additional nomi- ations for an executive position may o so.

After the slate of nominees is com- lete, the Board of Directors shall, at its ext meeting, vote to select new officers.

Selection of Standing Committee hairwomen. Selection of Standing ommittee Chairwomen shall take place ithin two weeks aftr the new Officers re elected. The procedure shall be as ollows:

The week in which new Officers are ected, each Standing Committee shall ubmit, as a result of committee vote, vo nominees for the Chairwomanship f their committee to the new Board resident. Also, any student who would ke to self-nominate may do so by notify- g the Board President of her interest.

The new Officers, the outgoing Chair- oman, and the Board Adviser shall onstitute the Selection Committee. xception to this shall be when an out- oing Chairwoman is reapplying or hen she is a new Officer. In such ases, the Selection Committee will ppoint another representative from the ppropriate committee.

After all applicants have been inter- iewed, the Selection Committee will ake its selection for the new chair- oman of each Standing Committee and ill submit this list to the Board of irectors for final approval.

New Chairwomen shall work with the utgoing Chairwomen until the new oard of Directors is installed.

Article XVI

ublications Board

ection A. Name. The name of this rganization shall be the Queens College ublications Board.

ection B. Purpose. The purpose of the ublications Board shall be to promote rofessionalism and interest in student ublications. The Publications Board hall serve as a financial liaison between he Budget Committee and the student ublications and the Senate and the tudent publications by assisting the ditors in the preparation and presen- ation of their annual budgets. The ublications Board shall aim to insure ontinuity of leadership in the publi- ations branch through careful appoint- ent of editors and the Publications oard President.

Section C. Members and Their Duties. The Publications Board shall have four student members, three faculty members, and one member from the administration.

1. *Members shall be:*

a. the President of the Publications Board.

b. the editor of each student publication.

c. the faculty adviser of each student publication.

d. the Dean of the College of Arts and Sciences.

2. *President.* The President shall be a junior or senior, may not hold a major editorial position on any of the student publications, and shall be appointed by the Board each year. She shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Board.

b. to assist the editors in maintaining adequate communication with the whole of the community.

c. to supervise the Board's procedures for internal auditing of the publications on a regular basis.

d. to supervise the Board's appointment of editors. (See By-Laws.)

e. to supervise the Board's appointment of the President. (See By-Laws.)

f. to represent the Publications Board on the Student Government Association Executive Committee.

g. to receive any complaints from members of the community about any student publication and to act on such complaints according to Board policy.

3. *Editors.* The Editor-in-Chief of each student publication shall be a member of the Publications Board and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board any pertinent information regarding their respective staffs and publications.

c. to comply and assist with the Board's procedures for internally auditing publications.

d. to assist with the Board's annual appointment of editors, and of the Publication's Board Prsident.

4. *Advisers and the Dean of the College of Arts and Sciences.* The Advisers and the Dean shall be members of the Publications Board and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board any insights and information about the business of student publications which their respective positions afford them.

c. to assist the Board with the regular internal auditing of publications.

d. to assist the Board with the annual appointments of editors and the Board

President.

Section D. Voting. All members of the Publications Board shall have one vote. The President shall vote only in case of a tie.

Section E. Quorum. Quorum shall consistof the President and at least one representative, either faculty or student, from each publication.

Section F. Meetings. The Publications Board shall meet at last twice each semester and at the discretion of the Board President. Unless publicized by the Board, all meetings of the Board are closed.

Section G. Annual Appointments. The Board shall appoint its President and editors each year. An incumbent President or editor wishing re-appointment to her post must apply for such re-appointment at the close of her current term. The Publications Board By-Laws shall make the necessary specifications with regard to annual appointments.

Article I

Elections

Section A. Supervision of Elections
1. The Student Government Association Elections Committee shall supervise all elections pertaining to the functions of the Student Government Association, including all special elections (see Section G) and run-off elections (see Section E).

2. The Elections Committee shall be chaired by the Vice President of the Association.

3. At the beginning of the spring semester, the Elections Committee Chairwoman shall appoint a Co-Chairwoman, whose appointment shall become final on the approval of the Senate.

4. The Co-Chairwoman's primary responsibility shall be to serve as Chairwoman of the Nominating Committee for Phases I and II of the Student Government Association elections (see Section C). She shall not serve as Co-Chairwoman for Phase II of elections. She may not run for office while serving as Elections Committee Co-Chairwoman.

5. Elections Committee members shall be volunteers from the Association. Members, except for Chairwoman, may not run for office while serving on the Elections Committee.

6. The Elections Committee shall have the following duties:

a. to approve students for membership on the Nominating Committee.

b. to print the final ballots for all elections.

c. to be responsible for the distribution, security, and confidentiality of absentee ballots.

d. to monitor all ballot boxs during the voting hours.

e. to count all ballots.

f. to notify all candidates of election results before the results are posted.

g. to post all election results no later than 24 hours after the polls close.

h. to receive any Investigation Requests from Student Government Association members.

Section B. Nominating Committee.

1. For Phases I and II elections, the Co-Chairwoman of the Elections Committee shall serve as Chairwoman of the nominating Committee. For Phase III elections, the Chairwoman of the Elections Committee shall serve as Chairwoman of the Nominating Committee.

2. Any member of the Association may serve on the Nominating Committee, given the approval of the Elections Committee. Other members for Phases I and II elections shall be:

a. graduating seniors who hold office in any of the four branches of the Student Government Association.

b. the advisers to the four branches of the Student Government Association, and

c. the Chairwoman of the Elections Committee.

For Phase III elections, the Chairwoman shall invite Orientation Leaders to sit on the Committee.

3. The Nominating Committee shall meet no less than two weeks prior to the election date for each of the phases of elections, at which time they shall make nominations for the forthcoming election.

4. To be nominated to hold an elected office, a student must have at least a 2.5 cumulative grade point average and be eligible to represent the college. (See *Student Handbook,* Eligibility to Represent the College.)

5. The Nominating Committee shall make nominations until two candidates for each office have accepted their nomination.

6. The Chairwoman of the Nominating Committee shall designate a time period within which students who have been nominated may accept or reject their nomination. A student who rejects her nomination may request of the Nominating Committee that her nomination be kept confidential.

7. Members of the Nominating Committee shall not discuss the nominations until the slate has been posted. Members of the Nominating Committee shall not discuss at any time the nomination of students who requested that their nomi-

ıation be kept confidential.

3. As soon as the nominations are com-)leted, students nominated shall be nformed of their nomination by a mem-)er of the Nominating Committee within he time period designated by the Nominating Committee Chairwoman.

9. Once all nominees have either accept-ed or rejected their nomination, the Chairwoman shall post the slate of nomi-nees in the Student Center. The posted slate will not include names of nominees who requested confidentiality or who rejected their nomination.

10. A student who wishes to run for office and whose name does not appear on the slate posted by the Nominating Committee may register to be on the ballot by submitting her name to the Chairwoman of the Nominating Commit-tee. The ballot registration period will be open for 48 hours and will begin at the discretion of the Nominating Com-mittee Chairwoman, provided it is no less than one week prior to the election date.

11. No less than 48 hours before the polls open, the Nominating Committee Chairwoman shall post the final ballot for the forthcoming election. This ballot will include candidates who self-nomi-nated as well as candidates nominated by the Nominating Committee.

Section C. Three Phases of Elections.

1. Phase I of elections shall entail the election of all officers whose constituency is all members of the Student Govern-ment Association. This includes the officers of the Student Government Association, the officers of the Honor Council, the officers of the Dorm Council, and members of the Budget Committee.

2. Phase II of elections shall entail the election of representatives whose con-stituency is made up of members of their academic class of rising sophomores, juniors, or seniors. This includes Sena-tors who are Class Presidents and class representatives to the Honor Council.

3. Phase III of elections shall entail the election of Senators who represent the freshman class, Senators who are resi-dence representatives (including all commuter representatives), and repre-sentatives to the Dorm Council.

Section D. Timing of Elections.

1. Phase I of elections shall take place in the spring semester at least four weeks prior to the spring break.

2. Phase II of elections shall take place in the spring semester following Phase I and at least two weeks prior to the spring break.

3. Phase III of elections shall take place in the fall semester no later than four weeks after the beginning of the term.

Section E. Voting and Run-off Elections.

1. All students of the College of Arts and Sciences are free to vote in any Student Government Association election pertaining to their class. Part-time stu-dents' (those enrolled with less than 12 credit hours) votes shall count as one-half vote.

2. All voting shall be by secret ballot or absentee ballot unless otherwise re-quested by the Elections Committee and approved by the Senate.

3. At least one week prior to election day, the Elections Committee shall desig-nate the location of the ballot boxes for the coming election. Any run-off election shall be held in the same location as the election that caused the run-off.

4. On election day, the polls shall be open from 9 a.m. to 4 p.m.

5. Students not on campus during voting hours may vote by absentee ballot. Requests for absentee ballots must be submitted to the Chairwoman of the Elections Committee at least 72 hours before the polls open. The Elections Committee Chairwoman shall distribute ballots at least 48 hours before the polls open. Ballots must be returned to the Elections Committee Chairwoman by 5 p.m. the day before election day. It will be the responsibility of the Elections Committee to assure the security and confidentiality of the ballots.

6. At least one candidate for each office must appear on the ballot before an election may be held.

7. If there is only one candidate seeking election to an office, voters will be given the opportunity to vote "yes" or "no" for that candidate. If the majority of votes cast are "no" votes, that candidate may not assume the office she sought. The Nominations Committee shall then seek at least one willing candidate for the office and a special election will be held.

8. When two candidates seek election to one office, the candidate who receives the majority of the votes cast shall be declared winner.

9. When three or more candidates seek election to one office, one candidate must secure at least a 10% plurality to be declared winner.

10. If three or more candidates seek election to the same office and no one candidate receives a 10% plurality, the candidate who received the fewest votes shall be dropped from the ballot and a run-off election shall be held. The Elec-tions Committee, given the approval of the Dean of Student Affairs, may drop more than one candidate from a ballot if more than one candidate received an

insignificant percentage of the votes cast.

11. In the event that two run-off elections have been held, and no one candidate has secured the required percentage of votes, a third run-off shall be held. In the third run-off, the candidate who receives the most votes shall be declared winner.

Section F. Counting and Preservation of Ballots.

1. The counting of ballots shall begin no later than three hours after the polls have closed and shall be completed no later than 8 a.m. the following day.

2. All ballots shall be counted in the Student Government Association room unless otherwise designated by the Chairwoman of the Elections Committee.

3. Members of the Election Committee, the Activities Coordinator, and the Dean of Student Affairs are the only individuals allowed in the room where ballots are being counted.

4. Election results shall be posted no later than 24 hours after the polls close.

5. All ballots for Phase I, II, and III elections shall be preserved in the Student Affairs Office for six weeks after the election. The Chairwoman of the Elections Committee, the President of the Honor Council, and the Dean of Student Affairs shall have the authority to require that the ballots be kept for longer than six weeks.

Section G. Special Elections.

1. Any election for a position on the Senate, the Honor Council, the Dorm Council, or the Budget Committee that must be held out of sequence shall be a special election. Also, any honors or awards that involve a student vote shall be considered special elections. The results of elections involving honors or awards shall be confidential and the ballots for these elections shall be kept in the Student Affairs Office until the end of the academic year in which the election was held.

2. The time and location of any special election shall be determined by the Elections Committee. Procedures for elections to the Student Government Association positions should be carried out as specified in this Article I of the Student Government Association By-Laws.

Section H. Grievance Procedures.

1. Should members of the Association wish to contest an election, they must file an Investigation Request with the Elections Committee within 48 hours of the election.

2. To file an Investigation Request, 25% of the number of students who voted in the contested election must sign a petition which states the grounds for their Request.

3. Once an Investigation Request has been filed with the Elections Committee the Chairwoman of that Committee shall within 24 hours, turn the Request over to the Honor Council for investigation.

4. Once the Honor Council has received an Investigation Request from the Elections Committee, it shall begin an investigation as soon as possible. The investigation shall follow the procedure outlined in the Honor Council By-Laws.

5. If the Honor Council concludes that the election should be discounted, the Elections Committee must hold a special election. The new election will be held only for those offices where the Honor Council concludes there was dishonest behavior or inaccurate tabulation.

6. The Elections Committee Chairwoman in consultation with the President of the Honor Council and the Dean of Student Affairs shall determine whether elections subsequent to the contested election need be delayed in light of the Honor Council's investigation.

7. Any candidate whose election is being contested may not take office until the Elections Committee Chairwoman informs that candidate and the Dean of Student Affairs that her election was legitimate.

Article II

Right to Petition

All students have the right to bring petitions before the Senate. A petition must be signed by 25 percent of the members of the Student Government Association and must be presented to the President of the Student Government Association.

Article III

Right to Initiate Legislation

All students have the right to petition the Senate to initiate legislation. A petition must be signed by 25 percent of the members of the Student Government Association and must be presented to the President of the Student Government Association. The Senate will vote upon the proposal. A maority vote of the Senate is required for the proposal to be presented to the student body. A two-thirds majority of the students voting is required for adoption of the proposal.

rticle IV

ght to Challenge Decisions of the nate, the Honor Council, and e Dormitory Council

l students have the right to challenge e decisions of the Senate. Six percent the student body may petition for a ferendum on any measure passed by e Senate. A decision of the Senate may overridden by a two-thirds vote of the udent Government Association.

challenge decisions of the Honor uncil, a student must follow the guide-es for appeals (see SGA Constitution, rticle XI, Section C.).

challenge decisions of the Dormitory uncil, a student must appeal to the nor Council (see SGA Constitution, rticle IX).

rticle V

nendments to the Student Government sociation Constitution and By-Laws

ıy member of the Student Government ssociation may propose an amendment the Student Government Association nstitution. The amendment shall be esented in writing at a Senate meeting. will be voted on at a later meeting. majority vote of the Senate shall be quired for an amendment to be pre-nted to the Student Government Asso-tion. A two-thirds majority of the udents voting is required for the adop-n of an amendment. All approved nendments shall then be submitted to e Dean of Student Affairs to be placed file.

Parking And Traffic Regulations

ehicle Registration

ch student, faculty member or staff mber, including persons employed by other firm whose work area is on the mpus, must register with the Public fety Department each vehicle he or she shes to park on campus during the ademic year.

sident and commuter students desiring park on campus are required to regis-their vehicle with the Public Safety partment and pay a registration fee.

Resident students may register one (1) vehicle only. No student may register or acquire a parking permit for a vehicle not owned by himself, spouse, a parent or guardian. Registration of vehicles shall be accomplished at the beginning of the fall term of each year, within forty-eight (48) hours of the first class; or in the event that the student first registers in the college, at some time other than the beginning of the fall term, within forty-eight (48) hours of such registration.

For the purpose of vehicle registration, "commuter student" shall be defined as any student enrolled in a program with the College who does not reside on campus. This includes, but is not limited to, students enrolled in the traditional four-year college, New College, New Dimensions, Graduate Programs (MBA) and special students. Students enrolled in the Institute of Lifelong Learning (QUILL) are considered commuters and must register their vehicles with the Public Safety Department, if they wish to park on campus.

Decals are valid from Sept. 1 through Aug. 31 each year.

Requirements for registration of vehicles:

a. A valid driver's license
b. Proof of ownership (motor vehicle registration card)
c. Current student status
d. Full or part-time college employment

Fees for vehicle registration are as follows:

Resident and commuter students	$5
Faculty and Staff	N/C

All fees are subject to change

Display of Permits: The permit must be permanently affixed and displayed on the left side (driver's side) of the rear bumper. Failure to affix the prmit shall be considered failure to register the vehicle. Improperly displayed permits may result in a fine.

Replacement Permits: Persons who acquire new vehicles during the year may register the new vehicle at no additional charge, provided that reasonable proof of the destruction of the old permit is provided. Otherwise payment of the full fee is required.

Temporary Permits: Holders of valid parking permits whose vehicles are temporarily disabled may obtain temporary permits for a replacement car at the Public Safety Office or the campus switchboard office. There is no charge for this temporary permit.

Short-term or Guest Registration: When permanent registration is not applicable (parents, guests, visitors, etc.), a temporary permit will be issued without charge at the Public Safety Office or the campus switchboard office in Burwell Hall.

Temporary or guest permits must be displayed in the lower left corner of the windshield or displayed on the dashboard in the same vicinity.

Parking Zones

The college has designated areas for each vehicle registration as proscribed in these regulations:

A Zones - Restricted twenty-four (24) hours, Monday through Friday. All decal parking weekends.

B Zones - Restricted twenty-four (24) hours, Monday through Friday. All decal parking weekends.

C Zones - Restricted 8:00 am to 4:00 pm, Monday through Friday. All decal parking 4:00 pm to 8:00 am, Monday through Friday and all day Saturday and Sunday.

D Zones - Restricted 8:00 am to 5:00 pm, Monday through Friday. All decal parking 5:00 pm to 8:00 am, Monday through Friday and all day Saturday and Sunday.

R Zones - Restricted (reserved) twenty-four (24) hours, seven (7) days a week.

Library Circle - Unrestricted, all decal parking 6:00 am to 12:00 midnight, seven (7) days a week.

PERMIT DESIGNATIONS

A Decal - Valid in A zones anytime. Valid in B, C, D zones during unrestricted hours (all decal parking).

B Decal - Valid in B zones anytime. Valid in A, C, D zones during unrestricted hours (all decal parking).

C Decal - Valid in C zone anytime. Valid in A, B, D zones during unrestricted hours (all decal parking).

D Decal - Valid in D zones anytime. Valid in A, B, C zones during unrestricted hours (all decal parking).

E Decal - Valid in A, B, C, D zones during unrestricted hours only (all decal parking):

A & B - all day Saturday and Sunday.

A & B zones - all day Satur- and Sunday.

C zones - 4:00 pm to 8:00 am Monday through Friday and all day Saturday and Sunday.

D zones - 5:00 pm to 8:00 am Monday through Friday and all day Saturday and Sunday.

R Decal - Valid in R zone anytime. Valid in A, B, C, D zones during unrestricted hours (all decal parking).

OTHER RESTRICTED PARKING AREAS

Burwell Circle - Restricted parking (visitors and D decals) 8:00 am to 5:00 pm, Monday through Friday. Unrestricted, all decal parking after these hours and on Saturday and Sunday.

Burwell Circle - Loading Zone: fifteen (15) minute parking 8:00 am to 5:00 pm. Monday through Friday. Unrestricted, all decal parking, after these hours and on Saturday and Sunday.

Albright Parking Lot - Reserved spaces marked for Mecklenburg Presbyterian marked for Mecklenburg Presbytery staff and visitors. Restricted 8:00 am to 5:00 pm, Monday through Friday. Unrestricted after these hours and all day Saturday and Sunday.

Library Circle - No parking permitted in Library Circle between midnight and 6:00 am, seven (7) days a week.

Restrictions

1. Traffic on the Burwell and Library Circles is ONE WAY only.

2. Speed limit on campus is 10 miles per hour.

3. North Carolina motor vehicles laws concerning speeding, reckless driving and driving under the influence of intoxicating beverages or drugs apply to private property and will be enforced by campus police officers.

4. Registered vehicles shall be parked in authorized areas only.

5. Th ecollege reserves the right to remove any vehicle that is parked in such a way as to constitute a serious hazard

r that impedes vehicular or pedestrian raffic, the operation of emergency quipment, or that interferes with ervices. Owners will be required to pay ll costs involved in removing, impound-ng, and storage of such vehicle. Queens ollege is not responsible for damages o, loss or theft from vehicles being emoved.

Miscellaneous

1. Vehicles are considered parked when eft unattended for any period of time.

2. A parking permit does not guaran-ee the holder a reserved space, but only n opportunity to park within a specified rea. Within each eligibility category, ermits are issued on a first come, first erve basis, and the Public Safety De-artment reserves the right to limit ssuance so as to prevent overcrowding n any parking area. It is important that hose desiring parking privileges obtain heir permits without delay.

3. The responsibility of finding a legal arking space rests with the vehicle perator. The person registered as the urchaser of the decal shall be responsi-le for the violations incurred by the ehicle.

4. Lack of space is not a valid excuse or illegal parking.

5. The fact that a person may park or bserve others parked in violation of the egulations without receiving a citation oes not mean that the regulations can e ignored.

6. Queens College assumes no respon-ibility for the care and/or protection of ny vehicle or its contents at any time is operated and/or parked on campus. 'or your protection, remove your keys nd lock your vehicle when it is left nattended. Valuables should be secured n the trunk of your vehicle. Thefts hould be reported to the Public Safety)epartment.

7. An escort service is available from he Public Safety Department for per-ons going to or from the parking lots uring the hours of darkness. Persons esiring this assistance, should call the 'ublic Safety Office.

8. Emergency telephones are located n each of the parking areas located on ampus. These should be used by persons equesting assistance or in need of help rom the Public Safety Department.

Recommendations for improving these egulations as well as for improvement f the Traffic Program at Queens Col-ege may be made and will be seriously onsidered by the college.

PROHIBITED PARKING AND TRAFFIC PRACTICES

No parking is permitted at any time in the following areas:

1. Designated Fire Lanes, including:
   a. immediately in front of Everett Library
   b. in the driveway passing next to the gym and in front of the sorority lodges
   c. in the driveway leading from the Infirmary to Harris Dorm parking lot
   d. in the driveway between the Watkins Building and Everett Library
   e. in the service drive between Albright and Long Dorms
   f. in the service drive which circles in front of Long Dorm, behind Burwell Hall and in front of Watkins Building
   g. in the service drive beside Barnhardt Dorm
2. Loading zones around the Heating Plant and Maintenance buildings.
3. Loading zone behind the Dining Hall.
4. Adjacent to or over any yellow marked curb or pavement.
5. On sidewalks or lawn.
6. In any other area designated a NO PARKING area by signs or pavement markings.

THE FOLLOWING PARKING PRACTICES ARE PROHIBITED

1. Students, faculty or staff parking an unregistered vehicle on campus at any time.
2. Parking in a space reserved for another vehicle.
3. Parking in a zone designated for vehicles bearing permits other than one displayed during hours when zone parking restrictions are in effect.
4. Parking over lines delineating the parking space.
5. Parking parallel more than 18 inches from the curb.
6. Parking in a travel lane or otherwise blocking traffic flow.
7. Parking against the direction of traffic flow.
8. Double parking.
9. Blocking sidewalks or curb ramps.
10. Parking or driving on sidewalks or lawn.

11. Parking in handicapped space, if vehicle does not have a North Carolina License Plate for Handicapped and or City or County Decal for Handicapped.

Penalties

Payment of citations is the responsibility of the registrant and in the event registration has not been completed, it is the responsibility of the owner and or operator of the vehicle. Evidence that a motor vehicle was parked or unattended in violation of these parking regulations is prima facie evidence that the vehicle was parked by:

1. The person in whose name the vehicle is registered with the college.

2. If the vehicle is not registered with th college, the person in whose name the vehicle is registered with the North Carolina Department of Motor Vehicles or the corresponding agency of another state or nation.

VIOLATIONS & FINES

Parking violations (except as listed below)	$3
Improper permit display	3
Parking or driving on lawn	5
No registration	5
Parking in Fire Lane	5
Parking in Handicapped Space	5
All moving violations	5

Fines are payable by mail to Box 417, Queens College, Charlotte, N.C. 28274, or in person at the Public Safety Office, Stultz Building, Monday through Friday. Continued flagrant violation of these parking and traffic regulations will be cause for the college to revoke an individual's parking privileges. Any individual that receives more than ten (10) citations in an academic year is subject to having their parking privileges revoked for the remainder of that year and their vehicle towed from campus at the owner's expense, even though the citations are paid.

APPEAL PROCEDURE

The Traffic Appeals Board will consider a request to void citations which are deemed to be unwarranted by the student or staff member. Anyone having reason to appeal a citation must do so by filing an appeal with the Public Safety Office within five school days of the date of the citation. After five days, it shall be determined that the violator accepts the citation as valid. Appeal forms are available in the Public Safety Office or the campus switchboard office.

FAILURE TO PAY PENALTIES

Penalties for violations must be paid in full or appealed within five days. Any person failing to pay a fine imposed within the time allowed will be liable to the following:

1. Revocation of parking privileges.

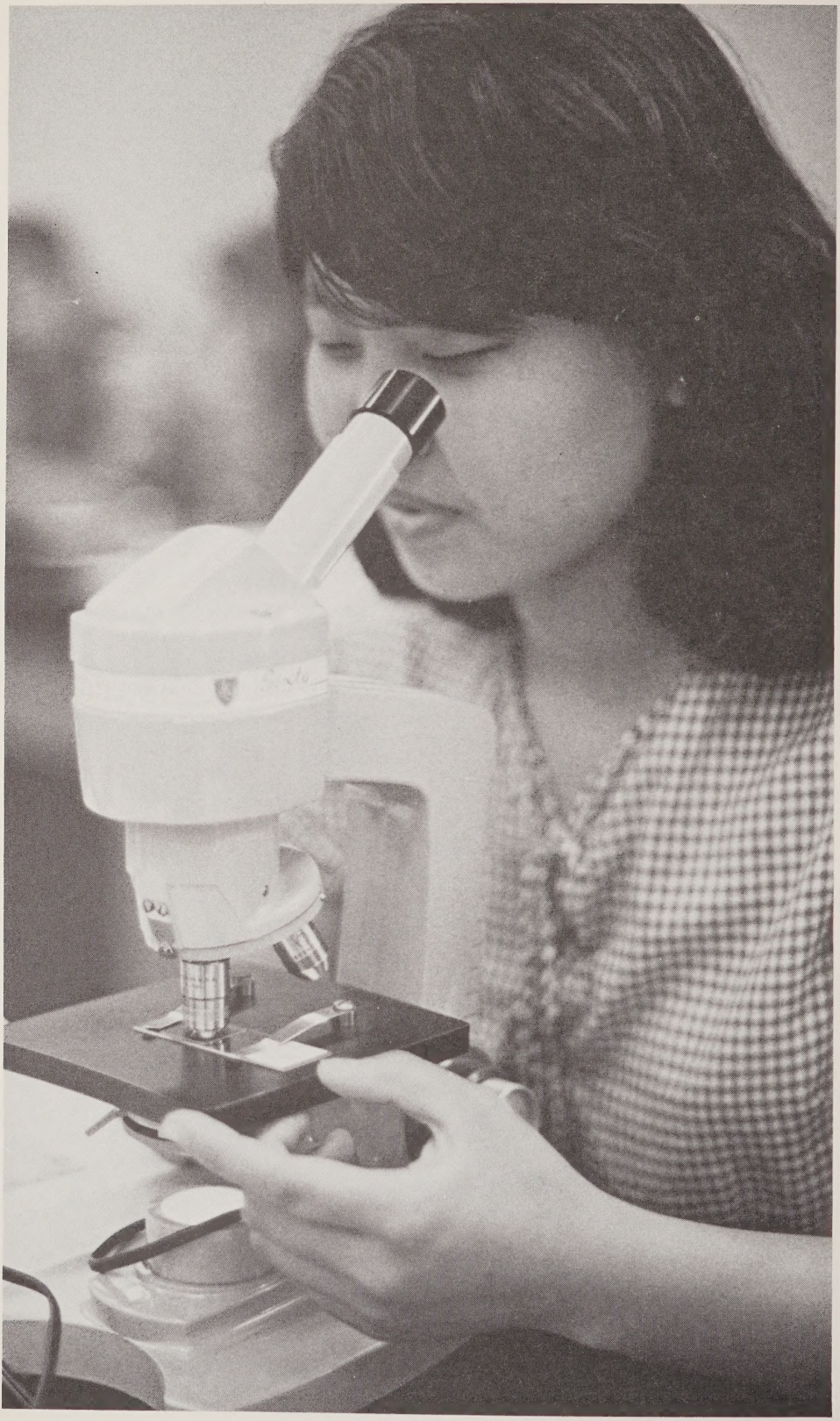
2. Fines assessed are an obligation to the college, and will result in withheld grades and transcripts. Fines for faculty/staff may be referred to the appropriate administrative office.

TOW AWAY/IMMOBILIZER POLICY

Campus Public Safety Officers and the business Manager have the authority to move to a place of storage or immobilize by attaching a device to prevent its removal, any vehicle parked or left standing, other than as provided for in these regulations. Any immobilized vehicle not claimed within twenty-four (24) hours will be towed to a place of storage. The owner or operator of a vehicle which is immobilized will be required to pay a fine of $15.00 before the vehicle will be released. The owner or oprator of a towed vehicle shall be liable for payment of reasonable towing and storage fees before the vehicle can be claimed.

Any vehicle receiving more than five (5) citations for parking on campus without a valid permit will be towed by the Public Safety Department.

Vehicles left parked in posted fire lanes will be towed on sight, if the owner cannot be located within ten (10) minutes.



Queens College Calendar for 1983-84

TERM I	1983
Thursday, Aug. 25	Freshmen Arrive
Thursday, Aug. 25-Sun., Aug. 28	Orientation
Monday, Aug. 29	Registration
Tuesday, Aug. 30	Classes Begin
Tuesday, Sept. 13	Senior Recognition Day
Friday, Oct. 14 (Friday only)	Fall Break
Monday, Oct. 17	Midterm
Monday, Oct. 24	Last day to withdraw with "W"
Friday, Oct. 28-Sunday, Oct. 30	Parents' Weekend
Wednesday, Nov. 9-Sun., Nov. 13	Drama Production
Friday, Nov. 18	Classes end for Thanksgiving, 5:00
Sunday, Nov. 27	Residence Halls Open, 12:00 noon
Monday, Nov. 28	Classes Resume
Wednesday, Dec. 7	Boar's Head Dinner
Sunday, December 11	Love Feast, Belk Chapel
Tuesday, Dec. 13	Classes End
Wednesday, Dec. 14	Reading Day
Thursday, Dec. 15	Exams Begin
Tuesday, Dec. 20	Exams End

JANUARY TERM	1984
Sunday, Jan. 8	Residence Halls Open, 12:00 noon
Monday, Jan. 9	Registration; Classes Begin
Friday, Jan. 27	Classes End

TERM II	
Monday, Jan. 30	Registration
Tuesday, Jan. 31	Classes Begin
Tuesday, Feb. 14	Honors Convocation, Belk Chapel
Friday, Feb. 24-Sunday, Feb. 26	Dads' Weekend
Wednesday, March 14	Midterm
Wednesday, March 21	Last day to withdraw with "W"
Friday, March 30	Spring Recess Begins, 5:00 p.m.
Sunday, April 8	Residence Halls Open, 12:00 noon
Monday, April 9	Classes Resume
Monday, April 23	Easter Monday
Wed., April 25-Sun., April 29	Drama Production
Friday, April 27-Sun., April 29	Moms' Weekend
Friday, May 4-Sunday, May 6	May Day Weekend
Thursday, May 10	Classes End
Friday, May 11	Reading Day
Saturday, May 12	Exams Begin
Thursday, May 17	Exams End
Friday, May 18	Baccalaureate
Saturday, May 19	Graduation

MAY TERM	JUNE TERM
Monday, May 21-Friday, June 8	Monday, June 11-Friday, June 29

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Queens College Map

1. Burwell Hall
2. McEwen Classroom Building
3. Jernigan Student Center
   Queen's Career Center
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Early Learning Center
8. Watkins Hall
9. Morrison (Dining Room
   College Store)
10. Walker Science Building
11. Dana Classroom Building
13. Barnhart Residence Hall
14. Tillet Building
15. Everett Library
16. Chi Omega Arbour
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin-McKay Infirmary
22. Faculty Club
    Chi Omega Lodge
23. Phi Mu Lodge
    The Web
24. Alpha Delta Pi Lodge
    Kappa Delta Lodge
25. Ovens Physical Education
    Building
26. Tennis Courts
27. Green House

28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Office

The College Hymn

Guardian bright, our Alma Mater
Molder of our hearts and minds.
Light high visions in thy children
And a loyalty that binds.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
Him who leads us from above.

Living truth is ever ringing—
Tune our ears to hear that chime.
Lasting wisdom peace is bringing—
Lead us in her way sublime.

Queens, to thee we pledge our spirits.
Ever thine, a loyal band.
Queens, thy praises we are singing.
Grateful for thy guiding hand.

Queens Colors

Dark blue and light blue.

The Motto of Queens College

Non ministrari sed ministrare (Not to be served but to serve)

Hours To Remember

Administrative Offices in Burwell Hall 8:30 a.m. - 5 p.m., Monday-Friday
Student Bank, Burwell Hall, 11 a.m.-12:30 p.m.; 3-4 p.m., Monday-Friday

Post Office Window in Jernigan Student Center 9-10:30 a.m., 11-12 noon; 2-2:30, 4-4:30 p.m., Monday-Friday

Dining Hall

	Weekdays	**Saturday and Sunday**
Breakfast	6:45 - 8:30 a.m. Hot Breakfast	9 - 9:30 a.m.
	8:30 - 9:00 a.m. Continental	
Lunch	11:45 - 1:15	12:30 - 1:00 p.m.
Dinner	4:30 - 6:00	5 - 5:30 p.m.

Bookstore
10:00 a.m. - 5:30 p.m., Monday - Thursday
10:00 a.m. - 3:30 p.m., Friday

Library
8:00 a.m. - 11:00 p.m., Monday-Thursday
8:00 a.m. - 9:00 p.m., Friday
10:00 a.m. - 5:00 p.m., Saturday
2:00 - 11:00 p.m., Sunday

The Hollow (Snack Bar)
9:00 a.m. - 2:00 p.m.
5:30 p.m. - 9:00 p.m.

(These hours are subject to change)